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Dept of Social Welfare
(Name of State Agency)

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(Signature)

Director
(Title)

5/27/47

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CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
May 30, 1947

1299

MANUAL LETTER NO. 105

The attached revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers canceled on the separators of the revised chapters. Revision numbers are as follows:

Income	Revisions 53 thru 55
Amount of Grant	Revisions 62 thru 66
Blindness	Revision 17
Investigation and Decision	Revision 146

These revisions were approved by the State Social Welfare Board on May 23, 1947.

In manual letter number 103 of March 28, 1947 it was pointed out that exemption of agricultural income and income from nursing service under the OAS program would terminate as of June 30, 1947. The revisions brought about by this change in policy are herewith being released as part of manual letter No. 105. Sections 151-50, 151-90, 155-15, 155-25, 155-26 and 233-25 have been revised to delete all reference to exemption of income from agricultural labor or nursing service. Section 151-93, Definition of Agricultural Labor and Section 151-95, Income From Agricultural Labor, have been deleted and should be removed from your manual. Bulletin number 257, Old Age Security Nursing Service, has been rescinded as of June 30, 1947.

Section 180-10 has been revised to expand the definition of what constitutes blindness under the ANB and APSB programs.

FILED
In the office of the Secretary of State
of the State of California
JUN 3 - 1947
FRANK M. JORDAN, Secretary of State
By *Frank M. Jordan*
Assistant Secretary of State

151-60 INCOME FROM ANNUITIES, PENSIONS, COMPENSATION, TRUST
FUNDS, ETC.
OAS, ANB, APSB, ANC

151-60

Monies received from the following sources constitute income in the month received: (This list is not necessarily all-inclusive.)

1. Annuities;
2. Pensions (civil and military) regularly received, including allowances to dependents of servicemen, except for cash received in a non-current lump sum from retirement or pension systems (State Employees Retirement System, Federal Employees Retirement Fund under the U.S. Civil Service Commission, retirement plans of private corporations, etc.);
3. Benefit from industrial concerns, unions or lodges;
4. Old Age and Survivors Insurance, except for nonrecurrent lump sum payments;
5. Industrial compensation payments except when the full award is made in a single payment. (A single payment in satisfaction of the full award is personal property.);
6. Unemployment compensation payments;
7. Trust funds;
8. In OAS, ANB, and APSB, services or care received under an enforceable contract.

(SEE SECS. 141-00 AND 141-05, TYPES OF PERSONAL PROPERTY.)

For methods of verifying UI and OASI see Secs. 233-30, Verification of Unemployment Insurance, and 233-35, Verification of Old Age and Survivors Insurance. (W&IC 1511, 1560, 2020, 2140, 3075, 3084, 3460, 3472)

151-65 INCOME FROM SERVICEMEN'S DEPENDENTS ALLOWANCE ACT
OAS, ANB, APSB, ANC

151-65

Servicemen's dependents allowances are considered income. Dependent upon the family need (or evidence of the intent of the serviceman) servicemen's dependents allowances may be allocated to best meet the needs of the family group. The case record shall show what allocation was made and the reason. The spouse of a recipient may apply to his or her own support and the support of his dependent children such of the income from servicemen's dependents allowances as is necessary before applying the remainder, if any, to the support of the recipient. When a serviceman's allowance is received by either of a couple, the spouse (unless otherwise stipulated by the serviceman) may be allotted as much thereof as is necessary for his or her own support. (W&IC 2003, 2020, 2140, 2142.5, 3075, 3084, 3460, 3472)

Since a mother in ANC is responsible for the support of her children from any income she receives, an allowance paid for her benefit must be considered as income to the family budget unit. An allowance received for the benefit of a specific child or children in a family group is considered specifically for the support of such child or children. (W&IC 1511, 1560)

151-50 NET INCOME FROM WAGES, SALARIES AND COMMISSIONS
OAS, ANB, APSB

151-50

The net income from wages, salaries or commissions paid for services rendered by a recipient is that amount which remains after all obligatory and mandatory deductions are made and after allowing for the expense incurred incident to the securing and retention of the employment. Such expenses may include:

1. Personal income withholding taxes.
2. Social security taxes (unemployment insurance, old age and survivor's insurance, etc.).
3. Food--The reasonable cost of lunches or other meals necessarily purchased away from home due to employment.
4. Clothing--The cost of purchase of suitable clothing for employment. Although purchase of new clothing may not be necessary, employment may result in increased cost of clothing replacement.
5. Laundry and Cleaning Service--The cost of laundry and cleaning service if necessary because of employment.
6. Transportation--Cost of transportation incident to employment.
7. Union Dues--If union dues are paid.
8. Equipment--This may include the cost of tools necessary to the employment, the cost of camp tents, camp stoves, etc., if necessary because of employment away from home.

The case record shall show the method used in verifying the gross income. Those items which are deducted from the gross shall be clearly set forth so that the method by which the net income is computed is clearly indicated.

Monies paid to a recipient on the order of the State Labor Commissioner or as the result of court action and which represent delayed payment of wages for past services rendered shall be considered income in the month received. (SEE SEC. 146-05, JUDGMENTS AND COMPENSATION AS PERSONAL PROPERTY.) (W&IC 2140, 3075, 3460)

In OAS and ANB, net income which is determined to be casual income shall be disregarded when determining the grant of aid. (SEE SECS. 150-40, DEFINITION OF CASUAL INCOME AND INCONSEQUENTIAL RESOURCES, AND 153-80, DIVISION OF INCOME WITH SPOUSE.) (W&IC 2020, 3084)

**151-80 INCOME FROM PURVEYING OF BOARD AND ROOM
OAS, ANB, APSB**

151-80

In determining net income from board and room furnished by an applicant or recipient reasonable allowance shall be made for the cost of food provided and those expenses incident to the rental of the rooms. The difference between the amount of board and room paid and the expense represents the net income. The expenses will vary with the individual situation and a definite formula can not be provided which will fit all situations.

The recipient shall be requested to keep an account of his income and expenditures. It is his responsibility to make his records available to the county for verification of the net income.

See Secs. 151-70, Net Income from Subrental of Rooms, and 152-10, Occupancy Value of Homes Owned by Recipients, when the income received is from rental or subrental of rooms only. (W&IC 2140, 3075, 3460)

**151-90 INCOME FROM CROPS OR LIVESTOCK
OAS, ANB, APSB, ANC**

151-90

Net income from the sale of crops or other farm products represents income to be considered in the month in which it is received. Net income shall be determined by deducting the expenses which are incident to its receipt from the gross income. This does not include principal payments on encumbrances. Although income may not be prorated over a period equivalent to that in which it accrued, the expenses incident to receipt of the income may be averaged.

Due to the number and kind of products produced, the wide variation in the particular items of expense in connection with them, and the frequency with which the income is received, no method of determining net income can be prescribed which is applicable in all cases. The facts in the individual case shall be given consideration. The following expense items are among those which should be considered when applicable: Taxes, assessments, interest, water, seed, the cost of spraying, pruning, and other cultivation costs, food, wages, cost of necessary repair and minor replacement of equipment, etc.

Certain expenses such as taxes, assessments, etc., are determinable on an annual basis. It is recommended that such expenses be allowed on the basis of a fiscal period terminating prior to the receipt of the income. When the crop is such that the income is received semi-annually or at more frequent intervals the proportionate share of the annual expenses may be considered together with other expenses which is attributable to the production of the particular crop or product.

(Section Continued on Next Page)

151-70 NET INCOME FROM SUBRENTAL OF ROOMS
OAS, ANB, APSB

151-70

The net return from subrental of rooms in a rented house is income. (SEE SEC. 150-50, TYPES OF CASUAL INCOME.)

The net income from subrental of rooms in a rented home is determined as follows:

1. When a recipient occupies a rented house and sublets a room or rooms and the rent and utilities for the entire house together with the replacement costs of linens and other household equipment for the roomers and the cost of any necessary service connected with that portion which is subrented is in excess of \$15, subtract \$15 from the total paid for rent, utilities, etc., and deduct the remainder, representing expenses attributable to the roomers, from the total rent paid by the roomers. The difference, if any, represents income to be considered in determining the grant of aid.

EXAMPLE: A RECIPIENT PAYS \$35 RENT AND SUBLETS TWO ROOMS FOR A TOTAL OF \$20. THE TOTAL COST OF UTILITIES, REPLACEMENT OF LINENS, ETC., IS \$10. THE SUM OF THE HOUSE RENT AND TOTAL COST OF UTILITIES IS \$45. THE FIRST \$15 OF THIS AMOUNT IS ALLOCABLE TO THE RECIPIENT. FROM \$45 DEDUCT \$15 LEAVING \$30 EXPENSE ATTRIBUTABLE TO THE ROOMERS. SINCE THIS EXPENSE EXCEEDS THE GROSS INCOME FROM THE ROOMERS, THERE IS NO INCOME TO BE DEDUCTED IN DETERMINING THE GRANT.

2. When a couple, either or both of whom receive aid, rent a house in which rooms are sublet, the net income shall be computed as in the foregoing, except that income from the roomers shall be applied toward that portion of the total expense which exceeds \$30 rather than \$15.
3. When a recipient sublets a portion of a rented house and the sum of the house rent and total cost of utilities, replacements, etc., is \$15 or less (double the amount in the case of a couple), the net income from the roomers after deducting their share of the estimated cost of utilities represents income to the recipient (one-half this amount in the case of a couple).

EXAMPLE: A SINGLE RECIPIENT RENTS A HOUSE FOR \$11 AND SUBLETS ONE ROOM FOR \$6. THE TOTAL COST OF UTILITIES, REPLACEMENTS, ETC., IS \$3. SINCE THE TOTAL OF THE HOUSE RENT AND THE UTILITIES (\$14) DOES NOT EXCEED \$15, IT IS NECESSARY TO ESTIMATE THAT PORTION OF THE UTILITIES INCIDENT TO THE RENTING OF THE ROOM. THIS AMOUNT IS DETERMINED TO BE \$1. THE NET INCOME TO THE RECIPIENT IS THE DIFFERENCE BETWEEN THE GROSS RENT PAID BY THE ROOMER (\$6) AND THE EXPENSE INCIDENT TO THE RENTAL OF THE ROOM (\$1) OR \$5. THIS AMOUNT (\$5) SHALL BE CONSIDERED IN DETERMINING THE AMOUNT OF THE GRANT.

In OAS when need for a single recipient is determined by the budget method and there is income from subrental of rooms, the following method may be used in lieu of the method outlined in the foregoing: In the budget under "Need" show the full amount of rent paid for the house and the total utility and service expense including that which is applicable to the roomers. Under "Income" show the gross income from the roomers. If the house is rented by the recipient and the ineligible spouse, show one-half of the rent paid for the house, and one-half of the total utility and service expense including that which is applicable to the roomers as "Need" and include one-half of the gross income for the roomers in the "Income" side of the budget. (W&IC 2140, 3075, 3460)

152-00 (Continued)

152-00

Principal payments on encumbrances are not deducted when determining net income from real property except as provided in Sec. 152-10.

Net rental from property in which life estate is held shall be considered income. Net rental paid by one who is a responsible relative of the owner or the life tenant is interpreted as rental from property owned rather than as a contribution from a responsible relative. (W&IC 1560, 2140, 3075, 3460)

Under the ordinary life estate agreement the life tenant is assured occupancy of the property, is entitled to all the income therefrom and is responsible for payment of taxes, upkeep and other obligations to keep the property in good condition. In OAS, ANB, APSB, and ANC, when expense items for which the life tenant is responsible are paid by another, the amount thereof represents income. (W&IC 1511, 2020, 3084, 3472; CC 818, 840)

Payments made in accord with a life estate agreement which stipulates that the remainderman shall be responsible for the payment of certain expenses do not represent contributions to the life tenant. When property in which life estate is held was encumbered by the remainderman either before or after the creation of the life estate, encumbrance payments made by the remainderman shall not represent income to the life tenant.

When the existing life estate agreement is a verbal agreement only, it is advisable that it be confirmed in a notarized written statement signed by the remainderman and the life tenant and that a copy of such agreement be filed in the county welfare department record. (W&IC 1560, 2140, 3075, 3460)

In OAS, ANB, and APSB, the value of the free use and occupancy of property during the statutory redemption period of one year following a foreclosure sale represents income. (AGO NS3033, NS3033A; W&IC 3472)

That portion of payments from the sale of real property, sold under contract of sale, title not passing, which represents principal payments is considered conversion of property from one form to another. (SEE SEC. 146-00, CONVERSION OF PROPERTY.) Any interest included in such payments represents income. Allowance shall be made for interest payments on prior encumbrances, in order to determine the amount of net income. (W&IC 1560, 2140, 3075, 3460; AGO NS4943)

Net income from real or personal community property shall be shared equally with the spouse, whether eligible or ineligible. This does not apply to income from separate property owned by either spouse. (SEE SECS. 153-80, DIVISION OF INCOME WITH SPOUSE, AND 172-00, INVESTIGATION OF RESPONSIBLE RELATIVES WITHIN STATE.) (W&IC 1560, 2140, 3075, 3460)

151-90 (Continued)

151-90

Upkeep expense is computed on the basis of actual expenditure and is not ordinarily applicable to any one crop. It may be deducted from the income from the crop or crops which mature next following the upkeep expenditure.

If the nature of the crop or product is such that it is desirable to determine the net income quarterly or semi-annually, any loss which is sustained for a particular period may be carried over as an expense to be added to the expense applicable to the next period.

Proceeds from the sale of the increase of livestock represent income to be considered in the month received. (SEE SEC. 141-00, TYPES OF PERSONAL PROPERTY.) Expenses incident to raising the livestock such as feed, pasture rent and prorated personal property tax should be considered, when applicable in determining the net income to the recipient. (SEE SEC. 152-20, INCOME FROM PERSONAL PROPERTY.)

The recipient shall be requested to keep an account of his income and expenditures. It is his responsibility to make his records available to the county for verification of the net income. (SEE SEC. 233-25, VERIFICATION OF INCOME.) (W&IC 1511, 1512, 1560, 2020, 2140, 3075, 3084, 3460, 3472; AGO NS5736)

152-00 NET INCOME FROM REAL PROPERTY

152-00

OAS, ANB, APSB, ANC

Net income from real property, other than the net value of occupancy of homes owned by recipients of OAS, ANB and APSB is that income which is available for the support of the applicant or recipient, or in ANC, the child or children, after deducting any expense in obtaining it, such as taxes, interest, upkeep and assessments. (SEE SEC. 152-10, OCCUPANCY VALUE OF HOMES OWNED BY RECIPIENTS)

Taxes, assessments, interest, etc., are a matter of record and are deducted in the amount required. The amount to be deducted for upkeep and repairs of each unit of rental property shall be determined in accordance with either of the following methods:

1. Deduct the amount actually expended for upkeep and repairs for each unit, or
2. Deduct 15% of the gross monthly rental value plus \$4.17 a month for each unit. When this method is used, no additional allowance is made to cover actual expenditures for upkeep and repair.

(Section Continued on Next Page)

155-15 METHOD OF DETERMINING THE AMOUNT OF GRANT IN OAS
OAS

155-15

The applicant or recipient who has no net income from any source shall be granted \$55 a month, the amount provided by law to meet the minimum need of the individual. Likewise a grant of \$55 a month shall be made when the only income received is:

Casual Income (see Secs. 150-40, Definition of Casual Income and Inconsequential Resources; 150-50, Types of Casual Income; and 150-60, Recording of Casual Income and Inconsequential Resources).

If the applicant or recipient has income other than casual income, the net income must be taken into consideration in determining the grant. The amount of net income shall be ascertained in accord with the Income Chapter.

The net income is subtracted from \$55 (see Sec. 155-20, Statutory Maximum (\$55) Less Income), the minimum need of the individual, unless the need is in excess of \$55, in which case the income is subtracted from that amount which represents the total need. In those instances where there is income the record shall show that total needs were discussed with the recipient and how the total need was determined, i.e., the recipient's needs as reported by him shall be recorded together with the amounts required to meet them; also any special needs reported by him and the consideration given to them shall be recorded. If the recipient does not wish to have his special or budgetary needs considered the record shall show that the possibility of doing so was presented to him and was rejected by him. If the determination of the grant on the basis of need in excess of \$55 would appear to be to the recipient's benefit, but he rejects this plan, that fact shall be recorded. In no case, however, may the grant exceed \$55.

There are two ways of establishing that the need is more than \$55.

1. The cost of special items of need may be added to the \$55 statutory maximum. (See Sec. 155-30, Total Need - Statutory Maximum (\$55) Plus Special Needs.)

or

2. The amount required to meet the continuing basic needs of the individual together with the cost of any special items of need may be determined by computing a budget of the individual's requirements. (See Sec. 155-25, Total Need -- DETERMINATION BY BUDGET.)

No monetary limit has been placed upon the extent that need may be in excess of \$55. (W&IC 2020, 2020.05, 2140; U.S. Pub L 45)

155-05 PROVISIONS OF W&IC REGARDING DETERMINATION
OF AMOUNT OF GRANT IN OAS
OAS

155-05

The amount of aid to which any applicant shall be entitled shall be when added to the income (including the value of currently used resources, but excepting casual income and inconsequential resources) of the applicant from all other sources, fifty-five dollars (\$55) per month. When the actual need of an applicant exceeds fifty-five dollars (\$55) per month, such applicant shall be entitled to receive aid in an amount (not to exceed fifty-five dollars (\$55) per month) which when added to his income (including the value of currently used resources, but excepting casual income and inconsequential resources) from all other sources, shall equal his actual need. (W&IC 2020)

When amendments to the Federal statutes or rules and regulations of the FSS-Administration permit, income or resources of the applicant shall not be deducted from the amount of aid to which the applicant would otherwise be entitled. (W&IC 2020.05)

If, when, and during such times as the United States Government increases its contributions in assistance of the aged in this state, the amount of the grant of aid provided for in this article shall be increased by an amount equal to such increase by the United States Government, but in no event shall the total aid granted exceed sixty dollars (\$60) per month. (W&IC 2025)

Every person administering aid shall endeavor at all times to perform his duties in such manner as to secure for every aged person the maximum amount of aid to which he is entitled. (W&IC 2142.5)

No rule or regulation shall be adopted or continued in force if it results in discrimination against practitioners of any type of therapy, treatment by prayer or spiritual means, or other treatment recognized as a branch of the healing arts in favor of the practitioners of any other branch of the healing arts. (W&IC 2140)

155-20 (Continued)

155-20

3. Income which represents both fixed and adjustable income.

Example D: A recipient whose need does not exceed \$55 is furnished free utilities by his daughter which are estimated at approximately \$4.35. In addition he receives OASI in the amount of \$21.85. The estimated income may be lowered to \$4.15 which, when added to the fixed income of \$21.85, adjusts the total income to \$26. Aid is then granted in the amount of \$29 (\$55 minus \$26).

When reporting income on the Certificate of Verification of Eligibility Form Ag 201, or on the Notice of Change (Form Ag 232), the adjusted amount of income that was used in determining the grant should be reported. (See Secs. 237-10, Instructions for Certificate of Eligibility, and 362-05, Instructions for Recording on Notice of Change, Section I.) (W&IC 2140)

155-25 TOTAL NEED - DETERMINATION BY BUDGET
OAS

Page 1 of 155-25

The individual's budget is one way of establishing total need when it is in excess of \$55 a month. (See Sec. 155-30, Total Need - Statutory Maximum (\$55) Plus Special Needs, for another way of determining that total need is in excess of \$55.) When a budget of the individual's requirements shows that his need is in excess of \$55 a month the grant is determined by subtracting the income, other than casual income, from the total need as established by the budget, except that in no event may the grant exceed \$55. (See Sec. 150-50, Types of Casual Income.) When the difference is in partial dollars, aid may be granted in that amount which represents the next highest whole dollar.

The amount of aid plus the income (other than casual income) shall not exceed the total need except to the extent that the grant is adjusted to the next highest whole dollar.

Example: Total need as determined by the recipient's budget is \$63.80. He has OASI income of \$15.37 per month. The difference is \$48.43. Aid is granted in this amount or in the amount of \$49, the next higher whole dollar.

Any applicant or recipient who would benefit by having his net income deducted from his total need as established by a budget of his requirements may

(Section Continued on Next Page)

155-20 THE STATUTORY MAXIMUM (\$55) LESS INCOME
OAS

155-20

The law establishes \$55 as the minimum need of the individual. When total need of the individual has not been established to be in excess of this amount, the income which must be considered in determining the grant shall be subtracted from \$55. (See Secs. 150-50, Types of Casual Income, and 151-95, Income from Agricultural Labor.) The amount of the grant so determined shall be such that when added to the income it equals exactly \$55. (W&IC 2020)

The advantages of making grants in whole dollars is recognized, and this is sometimes possible. However, income which is received in a specified known amount, i.e., fixed income, shall be deducted in its exact amount.

Example A: A recipient whose need does not exceed \$55 is receiving OASI in the amount of \$21.19 each month. This is his only income. The income is subtracted from \$55 and aid is granted in the amount of \$33.81 (\$55 minus \$21.19).

Certain other types of income may be adjusted to make the grant of aid in a whole dollar amount. The following types of income may be adjusted:

1. Regular income which is estimated, as in the case of value of a contribution in kind, such as free rent, free board and room, etc.

Example B: A daughter, in whose home an OAS recipient lives, contributes the recipient's share of the utilities. This is estimated to average about \$3.25 per month. This estimate may be reduced to \$3, resulting in a grant of \$52 (\$55 minus \$3).

2. Irregular income of such a nature that consideration of the income received in the past is the only possible way of estimating the amount that the recipient might reasonably expect to receive in the future. That amount which represents the monthly average over the preceding three months' period reduced to the nearest whole dollar may be deducted in determining the grant.

Example C: A recipient regularly engages in the repairing of lawn mowers and his exact income from month to month can not be foretold. Income over the past three months has been as follows: June earnings, \$9.50; July earnings, \$12.75; August earnings, \$9.90; total earnings, \$32.15 or a monthly average of \$10.71. Therefore, \$10 is determined to be the recipient's average monthly income, and the grant is \$45 (\$55 minus \$10).

(Section Continued on Next Page)

155-25 (Continued)

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<u>Total Need</u>		<u>Income</u>	
Food	\$23.20	Net value of occupancy	None
Housing*		Contribution from son	\$10.00
Net value of occupancy**	None	$\frac{1}{2}$ Net from rental***	4.91
Taxes	\$ 4.50		<u>\$14.91</u>
Encumbrance	9.00	Total need	\$57.85
Upkeep	2.00	Total income	\$14.91
$\frac{1}{2}$ of	<u>\$15.50</u>	Budget deficiency	<u>\$42.94</u>
Utilities			
Electricity	5.30	Grant \$42.94 or \$43.00	
Water ($\frac{3}{8}$ x \$4.00)	1.50		
$\frac{1}{2}$ of	<u>\$ 6.80</u>		
Household operations	4.10		
Clothing	6.40		
Incidentals and personal needs	10.00		
Transportation	3.00		
	<u>\$57.85</u>		

*Since there are five rooms in the front house and three in the rear cottage the expenses of ownership on the property occupied is based on $\frac{3}{8}$ of the taxes, encumbrances, etc.

**Value of occupancy of rear cottage is based on the occupancy table for $\frac{3}{8}$ of the total assessed value of the whole property (Sec. 152-10) less each spouse's share of $\frac{3}{8}$ of the required encumbrance payment.

***From the \$40 rental deduct $\frac{5}{8}$ of the taxes, $\frac{5}{8}$ of the interest (no deduction for principal payment), upkeep (determined according to formula, see Sec. 152-00), and $\frac{5}{8}$ of the water bill which the couple pay for the total property. Since the income property is community property, each spouse has one-half of the net income.

Example F: A recipient in feeble physical condition pays \$45 per month board and room in a rest home, where all services are provided. He is unable to leave the house, and has no need of transportation. He has income of \$21 per month from OASI benefits.

<u>Total Need</u>		<u>Income</u>	
Board and room	\$45.00	OASI	\$21.00
Clothing	6.40		
Incidentals	10.00	* * * *	
	<u>\$61.40</u>	Total need	\$61.40
		Total income	21.00
		Budget deficiency	<u>\$40.40</u>
		Grant \$40.40 or \$41.00	

155-25 (Continued)

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Example D: A single recipient earns \$15.00 and in addition receives free rent and utilities in a rear cottage owned by a sister. The county has determined the value of free rent and utilities to be \$14 a month. There is no other income. The recipient has need for dentures and has made arrangements to purchase them, paying \$15 a month for four months. He also requires regular medical care which costs \$5.50 a month.

Total Need		Income	
Food	\$23.20	Value of free rent and utilities	\$14.00
Rent and Utilities	14.00	Earnings	15.00
Household operations	4.10	Total income	\$29.00
Clothing	6.40		
Incidentals	10.00	* * * *	
Transportation	3.00	Total need	\$81.20
Dentures	15.00	Total income	29.00
Medical care	5.50	Budget deficiency	\$52.20
	<u>\$81.20</u>		

Grant \$52.20 or \$53.00

At the expiration of a four-month period, aid must be reduced as the need for dentures no longer exists. If other conditions remain the same, and the need for medical care continues, his total need according to the budget method will then be \$66.20 instead of \$81.20. The grant is adjusted as follows:

Total need	\$66.20
Total income	29.00
Budget deficiency	<u>\$37.20</u>

Grant \$37.20 or \$38.00

Example E: A couple, both recipients, live in a three-room rear cottage on property owned by them. There is a five-room house on the same lot which is rented for \$40 a month. The water bill for both houses is \$4 a month and is paid by the couple. The total property is mortgaged, the required monthly payments being \$24, of which amount \$16 is interest and the balance is payment on the loan. The property is assessed at \$1800 and taxes average \$12 a month. The couple state their monthly utility needs are electricity, \$5.30. (used for lights and cooking). There are no special needs. Each spouse receives a \$10 contribution from a son. The budget for each spouse will be the same and is computed as follows:

(Section Continued on Next Page)

155-26 (Continued)

155-26

2. Housing (Leave blank if board and room is paid.)

If the recipient lives in other than his own property, enter the rental paid or his prorated share if two or more persons share the same quarters. The amount shall be verified, either through receipts or the recipient's personal affidavit or otherwise, and the method of verification entered in the "How Verified" column.

If free rent is contributed by another, enter the estimated value as determined by the county. Enter "worker's evaluation" or some other appropriate statement in the "How Verified" column.

If the recipient lives in a home which he alone owns, complete the appropriate items for costs of ownership, including a \$2 allowance for upkeep. If there is a net value of occupancy under the provisions of Sec. 152-10, Net Income from Real Property, enter this amount also. If there is no net value of occupancy, enter "none" for this item. Record the total expenses of ownership and net occupancy value, if any.

When the recipient has an interest in the home with other persons, his prorated share of the expenses of ownership shall be shown, i.e., if home owned with wife, one-half of the expenses of ownership is entered; if owned jointly by three persons, one-third of the expenses of ownership is entered. (The value of occupancy, if any, is based on the total assessed value of the home.)

In the "How Verified" column, indicate the method by which taxes, encumbrances, etc., were verified, i.e., tax receipts, mortgage books, etc.

3. Utilities (Leave blank if board and room is paid.)

Enter the average amount as paid for the particular utility, or the amount shown in the Budget Schedule, in the appropriate space. When there is no need for the particular utility enter "none". If an amount is

(Section Continued on Next Page)

155-26 FORM AG 241, BUDGET WORK SHEET, AND INSTRUCTIONS FOR USE
OAS

155-26

In all cases in which the amount of the grant is determined on the basis of total need as established by the budget method, the case record shall include Budget Work Sheet (Form Ag 241), on which shall be recorded the full detail of the budget, the source and amount of income to be applied toward total need, and the verifications. Casual income is not considered in determining the grant of aid and shall not be entered on Form Ag 241. (See Sec. 150-60, RECORDING OF CASUAL INCOME AND INCONSEQUENTIAL RESOURCES.)

GENERAL INSTRUCTIONS:

The budget work sheet will ordinarily be completed in long hand and shall be retained in the county record. Complete the identifying data in the upper right hand corner, and indicate if the recipient is living as a member of a household. If so, enter the number of individuals in the household.

ITEMS OF NEED AND HOW VERIFIED:

See Sec. 155-25, Total Need -- Determination by Budget, for the Budget Schedule and explanation of the various items in the budget.

1. Food (Leave blank if board and room is paid.)

From the Budget Schedule enter the amount for food in accord with the recipient's living plan, i.e., the smaller amount if living alone or as a member of a household group, and the larger amount if eating all meals in restaurants. No verification of the amount is required and no entry is necessary in the "How Verified" column. If the recipient takes his meals on a board basis, or pays for board and room, enter the amount as paid. Verification shall be made, either through receipts in the recipient's possession, by his personal affidavit, or otherwise, and the method used is indicated in the "How Verified" column.

If the recipient pays board and room, leave the "Food" item blank, and also leave blank all other items above Item 5, "Board and Room." (See instructions for Item 5.)

(Section Continued on Next Page)

155-26 (Continued)

155-26

If the amount shown in the Budget Schedule is insufficient to cover necessary transportation costs, the amount actually needed is shown and the "How Verified" column must show how the need was determined.

9. Special Needs

Specify the particular need and show the amount for each need. In this space is entered only those needs which are in addition to the need items specifically set forth in the Budget Schedule. Verification must be made in accord with provisions of Sec. 155-50, Definition and Determination of Special Needs in OAS, and be recorded in the "How Verified" column, together with a statement of the probable period over which the need will continue.

10. Total Need

Enter the sum of the individual items of need.

INCOME ITEMS AND HOW VERIFIED:

Specify on Budget Work Sheet (Form Ag 241) each source from which income (other than casual income and inconsequential resources) is received, including the net value of occupancy, if any, and the amount received from each source. In the "How Verified" column state the method of verification. Record the total amount of net income. (See Income Chapter)

SUMMARY:

Total Need. Enter the total need which is the amount recorded opposite Item 10 in the "Need" section of the form.

Total Income. Enter the total income received from all sources as recorded in the section immediately above the "Summary" section of the form.

Difference Between Need and Income. Enter that amount which is the result of subtracting the total income from the total need.

Amount of Aid Recommended. Enter the amount of aid recommended. If the difference between total need and total income is in partial dollars, the grant may be made in that figure which represents the next highest whole dollar.

Remarks. For comment as the worker may desire.

Budget Computed By. The signature of the worker computing the budget and the date are to be shown here.

AFFIDAVIT OF RECIPIENT:

When the amount of need for board or board and room, for rent, or for utilities, is verified by the recipient's statement of his expenditures for one or more of these items, his affidavit is required and may be secured in this space. This space is otherwise left blank. (W&IC 2140) (Section Cont'd on Next Page)

155-26 (Continued)

155-26

allowed for a utility or service other than as listed, specify opposite "other". When amounts as shown in the Budget Schedule are used for the utility items, no entry is necessary in the "How Verified" column. If the "as paid" amount is entered, verification shall be made, either through receipts in the applicant's possession, by his personal affidavit, or otherwise and the method used is indicated in the "How Verified" column.

4. Household Operations (Leave blank if board and room is paid.)

Enter the amount shown in the Budget Schedule. When household furniture or equipment is inadequate or substandard to a point where the expense of securing necessary items is in excess of the cost of ordinary household operations, the cost of necessary replacement or of augmenting the present supply should be included under Item 9 of Form Ag 241.

5. Board and Room

Enter the amount as paid. Verification is necessary, either through receipts in possession of the recipient or by his personal affidavit, or otherwise. In the "How Verified" column state how the amount was verified.

(Items of need above Item 5 do not apply to persons living on a board and room basis.)

6. Clothing

Enter the amount shown in the Budget Schedule. No entry is required in the "How Verified" column. Should an additional amount be needed for clothing, this special need should be included under Item 9, and the method of verification of the need for the additional allowance for clothing is stated in the "How Verified" column.

7. Incidentals

Enter the amount shown in the Budget Schedule. No statement is required in the "How Verified" column.

8. Transportation

Enter the amount as shown in the Budget Schedule unless the facts definitely establish that the recipient has no need for transportation and does not have other expenses in lieu of it, such as expenses for delivery or messenger service, etc. No entry is necessary in the "How Verified" column unless the transportation item is omitted, in which case give the reason either in that column or under "Remarks".

(Section Continued on Next Page)

180-10 DEFINITION OF BLINDNESS
ANB, APSB

180-10

The definition of economic blindness as used to determine eligibility for ANB and APSB in California follows:

- A. In general central visual acuity of 20/200 or less in the better eye, with the aid of the best possible correcting glass, shall be considered blindness.
- B. Central visual acuity better than 20/200 shall be considered as blindness only when the peripheral field has contracted to such an extent that the widest diameter of the remaining visual field is not greater than 20 degrees. Field examination is to be made with a white test object 6 mm. in diameter, at a distance of 13 inches.
- C. In cases where central visual acuity is better than 20/200 and remaining peripheral fields exceed 20 degrees, but are so placed, or shaped, as to be of little practical use, or in an operated eye when the State Ophthalmologist feels that the disability inherent in the eye condition present indicates greater disability than the usual 20/200, the State Ophthalmologist shall use his discretion in recommending approval for aid if the report of pathology is of such character as to prevent applicant from providing himself with the necessities of life.

An individual with a central visual acuity of 20/200 can identify a standard object (the Snellen Test Character) at a distance of twenty feet, while an individual with normal vision can identify the same object at a distance of 200 feet. This statement relates to distance vision.

Central visual acuity is indicated by a fraction; the numerator indicates the distance of vision as measured by feet, and the denominator indicates the size of the letter which can be seen on the Snellen Testing chart. For example, 6/200 central visual acuity indicates the applicant can read a "200 foot" letter on the chart at a distance of six feet.

The applicant must have 20/200 or less, such as 3/200, 15/200, 10/300, or 15/400, to be eligible for aid on the basis of central visual acuity.

An individual with a central visual acuity of more than 20/200 may be considered blind if there is a field defect in which the peripheral field has contracted to such an extent that the widest diameter of visual field subtends an angular distance no greater than 20 degrees. The maximum diameter of the field is taken into consideration and not the radius. (W&IC 3005, 3050, 3075, 3403, 3460; FSS-ADMIN.)

FOREWORD

Blindness is a legal requirement in establishing eligibility for Aid to the Blind. Since blindness is an impairment of visual acuity, the existence of which can be determined only on the basis of an objective and functional examination of the eyes, the degree of blindness of each applicant for ANB and APSB shall be determined by an eye examination by a duly licensed and practicing physician, skilled in the diseases of the eye. Such an examination not only establishes whether an individual is blind, but also provides information as to medical and social requirements which should be considered in determining need. The eye examination should, therefore, precede the determination of need.

180-05 BLINDNESS, ANB AND APSB LAW
ANB, APSB

180-05

In ANB, a "needy blind person" means any person who by reason of loss or impairment of eyesight is unable to provide himself with the necessities of life and who has not sufficient income of his own to maintain himself. (SEE SEC. 180-10, DEFINITION OF BLINDNESS.) (W&IC 3005)

In APSB, a "blind person" means any person who by reason of loss or impairment of sight is unable to provide himself fully with the necessities of life and who has not income and resources through his own means, as defined under this law, sufficient to provide a reasonable and decent standard of living. (SEE SEC. 180-10.) (W&IC 3403)

The county board of supervisors shall not grant any certificate of qualifications for aid under the provisions of this chapter until it has been satisfied that the applicant is entitled to such aid by the evidence of a duly licensed and practicing physician skilled in the diseases of the eye that the applicant is blind. The physician shall describe the condition of the applicant's eyes and testify to the degree of his blindness. The evidence of each person shall be in writing, signed by him, and he shall be subject to cross-examination by the county board of supervisors or any other person appointed by the board of supervisors to conduct such investigation. (SEE SEC. 180-15, DETERMINATION OF DEGREE OF BLINDNESS.) (W&IC 3083, 3471)

The county board of supervisors shall investigate, annually or oftener, the qualifications of the blind person receiving aid under the provisions of this law. (SEE SEC. 180-50, REEXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY.) (W&IC 3089, 3460)

233-35 VERIFICATION OF OLD AGE AND SURVIVORS INSURANCE
OAS, ANB, APSB, ANC

233-35

The applicant or recipient or in ANC the parent or person in loco parentis is the primary source of verification of receipt of OASI since ordinarily the individual can show his award certificate or notice of disallowance which is received after his claim has been acted upon. Further information from the Bureau of OASI should be necessary only in a limited number of cases and should be requested only when the county welfare agency is unable to secure satisfactory information from the claimant.

When the county welfare agency learns that a claim for OASI has been filed but the claimant cannot produce his award certificate or disallowance letter or other satisfactory evidence about the status of his claim, the welfare agency may submit a request for information about it. In this instance the welfare agency should fill out Form DPA 1, Request for Federal Old Age and Survivors Insurance Information (Revised January, 1946) in quadruplicate and send the original and two copies to the local field office of the Bureau of OASI of the SSB which serves the territory in which the individual lives. One copy should be retained in the case record. If a claim has been acted upon, the appropriate part of the form will be filled in, and one copy returned to the county welfare agency. If a claim has been filed but not acted upon, a notation to that effect will be entered on a carbon copy of the form and it will be returned. The field office will notify the agency later of the final action on the claim.

When the county welfare agency finds it necessary to request the information from the Bureau of OASI, the applicant's or recipient's signed authorization for release of information is not necessary but the necessity for securing the information should be explained to him.

When the county welfare agency learns that an applicant for or recipient of public assistance may be eligible for OASI, he should be referred to the OASI field office servicing the area in which he lives after a careful review of the wage earner's work history has been made in order to avoid the referral of persons who are obviously ineligible. This precaution will result in a saving of the time of the staff of the OASI field office and protect the applicant or recipient from unnecessary effort and rejection.

When the county welfare agency refers an individual to file a claim the agency should give him an original and two copies of Form DPA 1 (Revised January, 1946) to give or send to the field office. If he files a claim, the field office will make a notation to this effect on a copy of the form, return it to the county agency, and will notify the county agency when final action is taken on the claim. If no claim is filed because the person is obviously not entitled to OASI benefits, all copies of the form will be returned to the county agency with an explanation why he is ineligible. If a person is apparently

(Section Continued on Next Page)

233-25 VERIFICATION OF INCOME
OAS, ANB, APSB, ANC

233-25

All income received by an applicant for or recipient of OAS, ANB, APSB; and in ANC by the parent and/or children shall be verified and the net income determined.

In OAS, ANB, and APSB, the case record shall show the methods used in verifying the gross income and in computing the net income. In ANC, the budget for the family unit shall show how the net income was determined.

The method of verification varies with the type of income. Ordinarily, income should be verified through the most direct source, such as employer, tenant, bank, etc. When employment is irregular and performed for different employers, or when the applicant operates his own business, his own record of his income and/or disbursements may be the only source of verification. He may have in his possession documents which substantiate his statements. (W&IC 1560, 2140, 3075, 3460)

(SEE SECS. 233-30, VERIFICATION OF UNEMPLOYMENT INSURANCE, AND 233-35, VERIFICATION OF OLD AGE AND SURVIVORS INSURANCE.)

233-30 VERIFICATION OF UNEMPLOYMENT INSURANCE
OAS, ANB, APSB, ANC

233-30

The applicant or recipient or in ANC the parent or person in loco parentis is the primary source of information as to the UI payment. Documents in the person's possession can usually establish whether he is receiving these benefits. (SEE SEC. 151-60, INCOME FROM ANNUITIES, PENSIONS, COMPENSATION, TRUST FUNDS, ETC.)

When satisfactory information cannot be secured in this way, and the person's employment record indicates he may be receiving or may be eligible to receive UI, he may be requested to make inquiry at the local UI office in order to clarify the question. (W&IC 1560, 2140, 3075, 3460)

MAIN OFFICE
SACRAMENTO
616 K STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

DEPARTMENT OF SOCIAL WELFARE

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
May 30, 1947

126

ADOPTION MANUAL LETTER NO. 5

The attached revisions (40 and 41) are to be entered in your copy of the Manual of Adoption Policies and Procedures and the revision numbers cancelled in the place provided on the inside of the manual cover. This material was approved by the State Social Welfare Board on May 23, 1947.

2900 (Continued)

2900

- c. A judge of a court of record of the country where the proof or acknowledgment is made; or,
- d. Commissioners appointed for such purposes by the Governor of the State, pursuant to special statutes; or,
- e. Notary public.

5. Sec. 1184. Deputy can take acknowledgment. When any of the officers mentioned in the four preceding sections are authorized by law to appoint a deputy, the acknowledgment or proof may be taken by such deputy, in the name of his principal.

6. Sec. 1185. Requisites for acknowledgments. The acknowledgment of an instrument must not be taken, unless the officer taking it knows or has satisfactory evidence, on the oath or affirmation of a credible witness, that the person making such acknowledgment is the individual who is described in and who executed the instrument; or, if executed by a corporation, that the persons making such acknowledgment is the president or secretary of such corporation, or other person who executed it on its behalf.

7. Sec. 1187. Conveyance by married woman. A conveyance by a married woman has the same effect as if she were unmarried, and may be acknowledged in the same manner.

8. Sec. 1188. Certificate. An officer taking the acknowledgment of an instrument must endorse thereon or attach thereto a certificate substantially in the forms hereinafter prescribed.

(Section Continued on Next Page)

2900 (Continued)

2900

9. Sec. 1189. Form of certificate of acknowledgment. Outside of State
Certificate of clerk of court. The certificate of acknowledgment, unless it is
otherwise in this article provided, must be substantially in the following form:
"State of _____, county of _____ ss: On this _____ day of _____
in the year _____, before me (here insert name and quality of the officer),
personally appeared _____, known to me (or proved to me on the oath of
_____) to be the person whose name is subscribed to the within instrument,
and acknowledged that he (she or they) executed the same." Provided, however,
that any acknowledgment taken without this State in accordance with the laws of
the place where the acknowledgment is made, shall be sufficient in this State;
and provided further, that the certificate of the clerk of a court of record of
the county or district where such acknowledgment is taken, that the officer
certifying to the same is authorized by law so to do, and that the signature of
the said officer to such certificate is his true and genuine signature, and that
such acknowledgment is taken in accordance with the laws of the place where the
same is made, shall be prima facie evidence of the facts stated in the certifi-
cate of said clerk.

Note:

A. Such certificate is known variously as:

Notarial Certificate

Clerk's Certificate

B. Exemplified Copy: Is a more formal certification, with certification from
presiding judge certifying to the office of the clerk who has certified to
the office of the notary.

POSTAL CODE:

Section 33 of the Postal Laws provides that a Postmaster in the Territory
of Alaska may exercise the authority of a notary provided he signs his name
to the document with the notation that he is postmaster and that he has
authority under Section 33 of the Postal Laws. He must also affix the
stamp of the post office, which shows the place and date.

Certified as a Regulation (or as
Regulation of the

Dept of Social Welfare
(Name of State Agency)

C. M. Wallenberg
(Signature) S.

Director
(Title)

6/6/47
(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
June 6, 1947

SOCIAL WELFARE BOARD

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BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

RECEIVED
SACRAMENTO, CALIF.

1947 JUN 9 PM 1 16

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

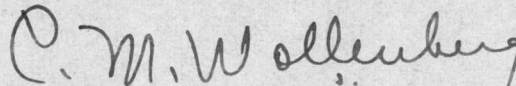
Attached are three copies of the following regulations made by the State Department of Social Welfare.

BOARDING HOME MANUAL LETTER NO. 6

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

206:b5
Attachments

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
June 6, 1947

164

BOARDING HOME MANUAL LETTER NO. 6

The attached directory of aged institutions is an addition to your manual as Part XIV of the Appendix. Please record the additional items on the Table of Contents.

The attached directory of children's institutions is an addition to your manual as Part XV of the Appendix.

Please record the additional items on the Table of Contents for Appendices.

FILED
in the office of the Secretary of State
of the State of California
JUN 9 - 1947
FRANK M. JORDAN, Secretary of State
By *Robert V. Jordan*
Assistant Secretary of State

XIV. DIRECTORY OF INSTITUTIONS FOR AGED IN CALIFORNIA

Page 1 of XIV

FOREWORD

The California State Department of Social Welfare herewith presents a directory of private institutions for aged in California which are known to be operating under Sections 2300 through 2360 of the Welfare and Institutions Code.

All of the institutions listed herein accept for care only ambulatory aged persons in good physical and mental health. Other requirements for admission are given for each institution.

Persons interested in homes which admit non-ambulatory or chronically ill patients should secure information from the State Department of Public Health. Persons interested in homes which admit persons suffering from mental illnesses or defects should secure information from the State Department of Mental Hygiene.

Some of the institutions listed offer life care on a contractual basis as provided in Sections 2350-2360 of the Welfare and Institutions Code; others offer care for life, without contract; others offer board and room on a monthly basis only. Those institutions offering life care on contract do so on the basis of a probationary period of several months during which either the home or the aged person may terminate the agreement. Institutions offering room and board by the month as a rule prefer permanent guests, but arrangements can usually be terminated on short notice.

Institutions offering life care on contract make provision for the care of residents who become ill, either in the institution or by outside hospital care. Some institutions offering life care without contracts are able to continue caring for ill or incapacitated residents, others accept no responsibility for this.

Persons interested in entering an institution for aged should communicate directly with the institutions for more detailed information on services offered and available accommodations. Application for admission can generally be made by correspondence but personal interviews are frequently required.

(Section Continued on Next Page)

(Classification of Information)

The following information is being provided to you for your information only. It is not to be used for any other purpose. The information is being provided to you for your information only. It is not to be used for any other purpose. The information is being provided to you for your information only. It is not to be used for any other purpose.

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END

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XIV. (Continued)

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AGED INSTITUTIONS IN CALIFORNIAALAMEDA COUNTY

THE ALTENHEIM, INCORPORATED
1720 MacArthur Blvd., Oakland 2

Services Rendered: Life care under contract
Auspices: The Altenheim, Incorporated
Capacity: 208 men and women
Geographical area served: Not restricted
Admission Policies: No restrictions as to residence, religion or nationality,
age 65 or over. Character references required.
Apply to: The institution
Rates: From \$3,000 to \$7,800, depending on age at admission and type of room.

BEULAH REST HOME, INCORPORATED
4690 Tompkins Avenue, Oakland 2

Services Rendered: Life care under contract and board and room by the month
Auspices: Women's Society of Christian Service of the California Conference
of the Methodist Church
Capacity: 44 men and women
Geographical area served: Not restricted
Admission Policies: Life care to members of the Methodist Church and board
by the month to others of Protestant faith at age 65 or
over. Preference given to retired ministers and their
wives.
Apply to: The institution
Rates: Information will be furnished by the institution.

CASA de CARIDADE PORTUGUESA
I.D.E.S. Home, Warm Springs

Services Rendered: Board and room by the month
Auspices: Conselho Supremo da I.D.E.S.
Capacity: 21 men and women
Geographical area served: California
Admission Policies: No restrictions as to residence or religion. Applicants
must be 65 years of age or over, of Portuguese birth or
ancestry, or married to persons of Portuguese descent.
Apply to: The institution
Rates: \$60 a month

(Section Continued on Next Page)

XIV. (Continued)

Page 5 of XIV

ALAMEDA COUNTY (Continued)

CASA PERALTA REST HOME
354 Ward Street, San Leandro

Services Rendered: Board and room by the month
Auspices: A private commercial institution
Capacity: 2 men and women
Geographical area served: Local area primarily
Admission Policies: Admission at the discretion of the operator.
Apply to: The institution
Rates: \$60 to \$125 a month

LITTLE SISTERS OF THE POOR OF OAKLAND
2647 E. 14th Street, Oakland

Services Rendered: A permanent free home
Auspices: Little Sisters of the Poor of Oakland, Incorporated
Capacity: 150 men and women
Geographical area served: Not restricted
Admission Policies: Destitute persons, over 60 years of age, regardless of residence, creed, race or nationality admitted.
Apply to: The institution (in person, if possible)
Rates: None

MASONIC HOME FOR AGED
Decoto

Services Rendered: Life care without contract
Auspices: Grand Lodge F. & A. M. of California
Capacity: 400 men and women
Geographical area served: California and Hawaiian Islands
Admission Policies: Master Masons in good standing for five years prior to application, their wives, mothers or widows, who are without other means of support admitted.
Apply to: Masonic Homes of California, through the Lodge in which membership is, or was, held.
Rates: None

MATILDA E. BROWN HOME FOR AGED WOMEN (LADIES' RELIEF SOCIETY OF OAKLAND)
360 - 42nd Street, Oakland 9

Services Rendered: Life care under contract
Auspices: Ladies' Relief Society of Oakland
Capacity: 36 women
Geographical area served: Not restricted
Admission Policies: Guests accepted at age 70 or over without regard to residence, religion or nationality.
Apply to: The institution
Rates: From \$6,000 to \$8,000, depending on age.

(Section Continued on Next Page)

XIV. (Continued)

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ALAMEDA COUNTY (Continued)

OUR LADY'S HOME

1900 - 34th Avenue, Oakland 1

Services Rendered: Room and board by the month. No nursing service, guests must secure hospital care for illness.

Auspices: Our Lady's Home - Sisters of Mercy

Capacity: 138 men and women

Geographical area served: Oakland

Admission Policies: Applicants of white race, preferably of Catholic faith admitted after personal interview. Guests must be able to care for own rooms and attend all meals in the dining room.

Apply to: The institution

Rates: Information will be furnished by the institution.

SALEM LUTHERAN HOME OF THE BAY CITIES, INC.

2361 East Twenty-ninth Street, Oakland 6

Services Rendered: Life care under contract

Auspices: Salem Lutheran Home Association

Capacity: 87 men and women

Geographical area served: Not restricted

Admission Policies: Restricted to Protestants of Caucasian race, age 65 or over.

Apply to: The institution

Rates: From \$8,000 and up, depending on age at admission and type of room.

FRESNO COUNTY

BETHEL LUTHERAN OLD PEOPLE'S HOME

East and Dockery, Selma

Services Rendered: Life care under contract and board and room by the month

Auspices: Pacific District of the United Evangelical Lutheran Church

Capacity: 20 men and women

Geographical area served: Not restricted

Admission Policies: No restrictions as to residence, religion or nationality, age 65 or over. Preference given to members of the Lutheran Church.

Apply to: Secretary, Bethel Home, 315 East Avenue, Selma

Rates: Board \$45 a month. Life care rates determined at time of application.

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XIV. (Continued)

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FRESNO COUNTY (Continued)

DEWHIRST REST HOME II
2823 Fresno Street, Fresno

Services Rendered: Board and room by the month
Auspices: A private commercial institution
Capacity: 20 men and women
Geographical area served: Fresno County primarily
Admission Policies: Admission at the discretion of the operator.
Apply to: Mrs. Laura Dewhirst, 2823 Fresno Street, Fresno
Rates: Information will be furnished by the institution.

ELLIS REST HOME
65 Olive Avenue, Fresno

Services Rendered: Board and room by the month
Auspices: A private commercial institution
Capacity: 16 women
Geographical area served: Fresno County primarily
Admission Policies: No restrictions as to religion, white race only.
Apply to: Mrs. Myrtle Ellis, 3830 Butler Avenue, Fresno
Rates: Information will be furnished by the institution.

MENNONITE HOME FOR AGED
13th and K Streets, Reedley

Services Rendered: Board and room by the month
Auspices: Pacific District Conference of the Mennonite Brethern Churches
Capacity: 32 men and women
Geographical area served: California, Oregon, and Washington
Admission Policies: Restricted to members of the Mennonite Conference Churches, 65 years of age or over.
Apply to: Board of Directors or the institution
Rates: From \$40 to \$55 per month, according to room and service required.

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XIV. (Continued)

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LOS ANGELES COUNTY

ARBOR REST HOME

1209 E. Lexington Drive, Glendale 6

Services Rendered: Room and board by the month

Auspices: A private commercial institution

Capacity: 40 men and women

Geographical area served: Not restricted

Admission Policies: Guests accepted at age 65 or over at the discretion of the operator.

Apply to: The institution

Rates: From \$65 to \$125, depending on accommodations.

BRITISH OLD PEOPLE'S HOME IN CALIFORNIA, LTD.

647 Manzanita, Sierra Madre

Services Rendered: Life care without contract

Auspices: Daughters of the British Empire

Capacity: 16 men and women

Geographical area served: Twelve western states

Admission Policies: Restricted to persons of British birth or ancestry, 70 years of age or over.

Apply to: The institution

Rates: Information will be furnished by the institution.

CALIFORNIA CHRISTIAN HOME

1015 Mission Drive (P.O. Box 148), San Gabriel

Services Rendered: Life care without contract

Auspices: National Benevolent Association of the Christian Church

Capacity: 70 men and women

Geographical area served: California, Arizona, and Nevada

Admission Policies: Restricted to members in good standing of the Christian Church, with two years membership in this area, age 70 or over.

Apply to: National Benevolent Association through the institution

Rates: Admission fee \$100, \$150 for man and wife, assignment of property.

(Section Continued on Next Page)

XIV. (Continued)

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LOS ANGELES COUNTY (Continued)

CALIFORNIA P.E.O. HOME

700 North Stoneman Avenue, Alhambra

Services Rendered: Life care under contract and board and room by the month

Auspices: California P.E.O. Sisterhood

Capacity: 50 women

Geographical area served: California

Admission Policies: Restricted to members of California P.E.O. Sisterhood
with ten years' standing.

Apply to: The institution

Rates: Determined by Board of Trustees on individual basis.

EASTERN STAR HOME OF CALIFORNIA

11725 Sunset Blvd., Los Angeles

Services Rendered: Life care without contract

Auspices: Grand Chapter of California, Order of the Eastern Star

Capacity: 80 men and women

Geographical area served: California

Admission Policies: Restricted to members of California Eastern Star Chapters
and their husbands, age 65 and over. Ten years' membership in the Order, with five consecutive years immediately
preceding application in present chapter required.Apply to: Order of Eastern Star, 633 Phelan Bldg., San Francisco 2, through
chapter in which applicant is a member.

Rates: None. Assignment of property.

ELIM COVENANT HOME

6720 Estaban Street, Tujunga

Services Rendered: Life care under contract

Auspices: Evangelical Mission Covenant Association of California

Capacity: 35 men and women

Geographical area served: Not restricted

Admission Policies: No restrictions as to residence or church affiliation,
age 65 or over. Preference given to applicants of
Swedish extraction and members of the Evangelical
Covenant Church.

Apply to: The institution

Rates: Information will be furnished by the institution.

(Section Continued on Next Page)

XIV. (Continued)

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LOS ANGELES COUNTY (Continued)

EUCLID VILLA

154 South Euclid Avenue, Pasadena

Services Rendered: Board and room by the month

Auspices: Lutheran Good Samaritan Society of California, Inc.

Capacity: 20 men and women

Geographical area served: Not restricted

Admission Policies: No specific entrance requirements

Apply to: The institution

Rates: \$75 to \$125, depending upon special needs.

HOLLENBECK HOME FOR THE AGED

573 So. Boyle Avenue, Los Angeles 33

Services Rendered: Life care without contract

Auspices: Board of Trustees, Hollenbeck Home for the Aged

Capacity: 300 men and women

Geographical area served: Southern California

Admission Policies: Restricted to Protestant residents of Southern California,
65 years of age or over.

Apply to: The institution (Personal interview any Tuesday afternoon)

Rates: \$500 and assignment of all additional property to be kept in trust for
member's use during life.HOME FOR THE AGED OF THE PROTESTANT EPISCOPAL CHURCH OF THE
DIOCESE OF LOS ANGELES, INC.

1428 South Marengo Avenue, Alhambra

Services Rendered: Life care without contract

Auspices: Protestant Episcopal Church of the Diocese of Los Angeles

Capacity: 39 men and women

Geographical area served: Diocese of Los Angeles

Admission Policies: Restricted to persons of Protestant birth with three
years residence in Los Angeles Diocese, age 65 or over.Apply to: Admissions Committee. There is usually a wait of five or six
years.

Rates: \$500 admission fee and assignment of property.

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XIV. (Continued)

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LOS ANGELES COUNTY (Continued)

JEWISH HOME FOR THE AGED

325 South Boyle Avenue, Los Angeles 33

Services Rendered: Life care without contract

Auspices: Jewish Home for the Aged of Los Angeles

Capacity: 185 men and women

Geographical area served: Los Angeles County

Admission Policies: Restricted to needy persons of Orthodox Jewish faith,
age 65 years or over.

Apply to: The institution

Rates: None

KING'S DAUGHTERS HOME FOR AGED

10548 Regent Street, Palms Station, Los Angeles 34

Services Rendered: Board and room by the month

Auspices: Southern California Branch of International Order of the King's
Daughters

Capacity: 20 women

Geographical area served: Southern California

Admission Policies: Restricted to white Protestant women over 60 years of age.

Apply to: The institution

Rates: \$45 to \$50 monthly, according to room.

LITTLE SISTERS OF THE POOR HOME FOR THE AGED

2700 East First Street, Los Angeles 33

Services Rendered: A permanent free home

Auspices: Little Sisters of the Poor Home for the Aged, Inc.

Capacity: 250 men and women

Geographical area served: Not restricted

Admission Policies: No restrictions regarding residence, nationality or
creed. Applicants must be over 60 years of age, with-
out means of support.

Apply to: The institution, Mother Superior

Rates: None

(Section Continued on Next Page)

XIV. (Continued)

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LOS ANGELES COUNTY (Continued)

McCLAIN'S GUEST HOME

256 S. Marengo Avenue, Pasadena 5

Services Rendered: Board and room by the month

Auspices: A private commercial institution

Capacity: 20 men and women

Geographical area served: Not restricted

Admission Policies: Admission at the discretion of the operator

Apply to: The institution

Rates: Information will be furnished by the institution.

MONTE VISTA GROVE HOMES

2889 San Pasqual Street, Pasadena 10

Services Rendered: Life occupancy of cottages and board and room by the month

Auspices: Synod of California (Presbyterian Church)

Capacity: 60 men and women

Geographical area served: No restrictions

Admission Policies: Restricted to Presbyterian Ministers and Missionaries
with twenty years service selected by the Board of
Trustees

Apply to: No applications being accepted.

NAZARETH HOUSE (SISTERS OF NAZARETH HOME FOR THE AGED)

1518 North Kenmore Avenue, Hollywood

Services Rendered: Board and room by the month

Auspices: Poor Sisters of Nazareth of Los Angeles, Inc.

Capacity: 11 women

Geographical area served: Archdiocese of Los Angeles

Admission Policies: Restricted to women of white race, any nationality or
religion, over 60 years of age, with preference to those
of Catholic faith.

Apply to: The institution

Rates: According to ability to pay.

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XIV. (Continued)

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LOS ANGELES COUNTY (Continued)

PACIFIC EVANGELICAL UNITED BRETHREN HOME
361 Cypress Avenue, Burbank

Services Rendered: Life care under contract and board and room by the month
Auspices: General Conference of Evangelical United Brethren Church
Capacity: 50 men and women
Geographical area served: Not restricted
Admission Policies: No restrictions as to residence, religion, race or
nationality, age 65 or over. Preference given to members
of the Evangelical United Brethren Church.
Apply to: The institution
Rates: Information will be furnished by the institution.

PACIFIC HOME
1055 North Kingsley Drive, Los Angeles

Services Rendered: Life care under contract
Auspices: Methodist Church
Capacity: 380 men and women
Geographical area served: California primarily
Admission Policies: Non-sectarian, some preference to California Methodists,
ages 65 to 80.
Apply to: The institution
Rates: From \$3,550 to \$9,670, varying with age at admission and type of
accommodation.

PASADENA HOME FOR THE AGED
2212 N. El Molino Avenue, Altadena

Services Rendered: Life care under contract
Auspices: Pasadena Home for Aged, Inc.
Capacity: 116 men and women
Geographical area served: Altadena-Pasadena Community Chest area
Admission Policies: Restricted to white, English speaking residents of
Altadena-Pasadena area, age 70 or over, non-sectarian.
Apply to: The institution
Rates: \$1,000 and assignment of all other property.

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XIV. (Continued)

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LOS ANGELES COUNTY (Continued)

ROBERT AND MARY McELHINNY MEMORIAL HOME
3726 West Adams Blvd., Los Angeles 16

Services Rendered: Life care under contract
Auspices: Robert and Mary McElhinny Memorial
Capacity: 8 women
Geographical area served: Not restricted
Admission Policies: No restrictions as to residence, age 60 or over.
Apply to: Robert and Mary McElhinny Memorial, 315 W. 9th Street, Los Angeles 15
Rates: From \$3,000 to \$7,000, depending on age at admission.

ROBINCROFT REST HOME
275 Robincroft Drive, Pasadena 6

Services Rendered: Life care without contract and board and room by the month
Auspices: Woman's Division of Christian Service of the Board of Missions and
Church Extension of the Methodist Church
Capacity: 40 women
Geographical area served: Not restricted
Admission Policies: Restricted to registered deaconesses and missionaries of
the Methodist Church in good standing with at least ten
years of service.
Apply to: The institution
Rates: According to ability to pay. Minimum \$20 a month.

ST. PATRICK'S HOME FOR AGED (AKA MERCY HOME)
1927 10th Avenue, Los Angeles

Auspices: Sisters of Mercy

Licensed for care of remaining life care members. Intake closed.

SOLHEIM LUTHERAN HOME FOR THE AGED
2236 Merton Avenue, Eagle Rock

Services Rendered: Life care under contract and board and room by the month
Auspices: Lutheran Churches of Southern California
Capacity: 22 men and women
Geographical area served: Not restricted
Admission Policies: No restrictions regarding residence, religion or
nationality, age 65 or over, preference given to appli-
cants of Norwegian extraction and members of the
Lutheran Church.
Apply to: The institution
Rates: Information will be furnished by the institution.

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XIV. (Continued)

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LOS ANGELES COUNTY (Continued)

THE SOUTHERN CALIFORNIA TEACHERS' HOME
842 East Villa Street, Pasadena 4

Services Rendered: Life care under contract*
Auspices: Bureau of Welfare, California Teachers' Association, Southern Section
Capacity: 20 women
Geographical area served: Southern California
Admission Policies: Restricted to retired or disabled teachers with ten years
in public schools in Southern California.
Apply to: Bureau of Welfare, California Teachers' Association, Southern Section,
612 South Figueroa Street, Los Angeles 14
Rates: Information will be furnished by the Bureau of Welfare.

SUNLAND GUEST HOME (VOLUNTEERS OF AMERICA HOME FOR AGED)
8504 Fenwick Street, Sunland

Services Rendered: Board and room by the month
Auspices: The Volunteers of America, Incorporated
Capacity: 33 men and women
Admission Policies: No restrictions as to race or religion, age 65 or over.
Apply to: Executive Headquarters, Volunteers of America, 333 South Los
Angeles Street, Los Angeles 13
Rates: According to ability to pay.

SUNSET HALL
1424 and 1504 So. Manhattan Place, Los Angeles

Services Rendered: Life care under contract and board and room by the month
Auspices: First Unitarian Church of Los Angeles
Capacity: 17 men and women
Geographical area served: Not restricted
Admission Policies: Restricted to members of the Unitarian or other liberal
faiths, age 65 or over.
Apply to: The institution
Rates: Life care from \$1,500 to \$5,845 for men; \$1,850 to \$6,757 for women,
according to age at admission. Information as to monthly board
rates will be furnished by the institution.

* Not subject to Certificate of Authority, Sections 2350-2360, W&I Code

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XIV. (Continued)

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LOS ANGELES COUNTY (Continued)

THOBURN TERRACE, INCORPORATED
115 No. Almansor Street, Alhambra

Services Rendered: Life care without contract
Auspices: Board Hospitals and Homes of the Methodist Church
Capacity: 33 women
Geographical area served: Not restricted
Admission Policies: Restricted to retired missionaries and deaconesses of
the Methodist Church between 65 and 75 years of age.
Precedence given according to number of years service
and need.
Apply to: The institution
Rates: According to ability to pay.

TWELVE OAKS LODGE
2820 Sycamore Avenue, Verdugo City

Services Rendered: Board and room by the month
Auspices: Verdugo Hills Sunshine Society, Incorporated
Capacity: 11 women
Geographical area served: Not restricted
Admission Policies: Restricted to white, Protestant women, age 60 or over.
Apply to: The institution
Rates: From \$60 to \$85 per month, according to accommodations.

UNITED PRESBYTERIAN HOME FOR AGED
1230 E. Windsor Road, Glendale

Services Rendered: Board and room by the month
Auspices: United Presbyterian Women's Association of the West
Capacity: 11 women
Geographical area served: Not restricted
Admission Policies: Any elderly woman who would not otherwise have a home
may be admitted, with preference to missionaries and
Christian life service workers.
Apply to: The institution
Rates: Information furnished by the institution.

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XIV. (Continued)

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LOS ANGELES COUNTY (Continued)

VACATION HOME LEAGUE
503 Grand Blvd., Venice

Services Rendered: Board and room by the month
Auspices: Vacation Home League
Capacity: 7 women
Admission Policies: Restricted to white race. Applicants must be 65 years of age with limited means.
Apply to: President, Vacation Home League
Rates: \$35 a month

VERDUGO HOME (FORMERLY KNOWN AS SWEDISH BAPTIST PACIFIC HOME)
3845 Fletcher Drive, Los Angeles 41

Services Rendered: Life care under contract
Auspices: California Baptist Conference Churches
Capacity: 49 men and women
Geographical area served: West coast States (primarily California)
Admission Policies: No restrictions regarding nationality, only Christian people of the white race over 65 years of age admitted.
Apply to: Board of Directors, c/o the institution
Rates: According to age and personal assets.

WESTERN ASSEMBLIES HOME
499 Monterey Road, South Pasadena

Services Rendered: Life care under contract and board and room by the month
Auspices: Plymouth Brethren
Capacity: 14 men and women
Geographical area served: Not restricted
Admission Policies: Restricted to needy members of Plymouth Brethren Assmeblies, 65 years of age or over.
Apply to: Secretary, Board of Directors, 1108 S. Los Angeles Street, Los Angeles 15
Rates: Information will be furnished by the institution.

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XIV (Continued)

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LOS ANGELES COUNTY (Continued)

W.C.T.U. HOME FOR WOMEN

2235 Norwalk Avenue, Los Angeles 41

Services Rendered: Life care under contract or board and room by the month

Auspices: Women's Christian Temperance Union of Southern California

Capacity: 105 women

Geographical area served: California

Admission Policies: No restrictions as to religion, race or nationality, preference given to active members of Protestant churches and W.C.T.U. members. Applicants accepted by the month at age 50, for life care at 65 years or over.

Apply to: The institution

Rates: \$65 to \$75 a month room and board; \$2,000 to \$7,250 for life care according to age at admission and type of room.

MARIN COUNTY

ALDERSLY

326 Mission Avenue, San Rafael

Services Rendered: Life care under contract

Auspices: Danish Benevolent Society

Capacity: 86 men and women

Geographical area served: California and Nevada

Admission Policies: Restricted to persons of Danish birth or ancestry, age 65 or over.

Apply to: Executive Office, Danish Benevolent Society, 26 Ocean Avenue, San Francisco 12

Rates: Minimum \$5,000 at age of 65.

ORANGE COUNTY

BETHESDA CAMP MEETING GROUNDS (HOUSE OF BETHESDA)

Brookhurst and Firestone Roads, Anaheim

Services Rendered: Board and room by the month

Auspices: Bethesda Camp Meeting Grounds, Incorporated

Capacity: 15 men and women

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion, race or nationality, preference given to members of Full Gospel and Pentecostal faiths.

Apply to: The institution

Rates: \$50 and up, according to type of room.

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XIV (Continued)

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ORANGE COUNTY (Continued)

THE LUTHERAN HOME ASSOCIATION OF CALIFORNIA
891 South Walnut Street, Anaheim

Services Rendered: Life care under contract and board and room by the month
Auspices: Lutheran Home Association of California
Capacity: 21 men and women
Geographical area served: Not restricted
Admission Policies: No restrictions as to religion or nationality, preference
given to members of Lutheran church. Age 60 or over.
Apply to: The institution
Rates: From \$1,200 to \$7,500 for life care, depending upon age at admission
and type of room. Monthly guests \$50 and up, according to type of
room.

SANTA ANA REST HOME
2102 No. Main Street, Santa Ana

Services Rendered: Board and room by the month
Auspices: A private commercial institution
Capacity: 23 men and women
Geographical area served: Local area primarily
Admission Policies: Admission at the discretion of the owner
Apply to: The institution
Rates: Information will be furnished by the institution.

RIVERSIDE COUNTY

HENDERSON REST HOME
2035 Roberta, Riverside

Services Rendered: Board and room by the month
Auspices: A private commercial institution
Capacity: 15 women
Geographical area served: Not restricted, serves Riverside County primarily.
Admission Policies: Admission at the discretion of the operator
Apply to: The institution
Rates: \$55 to \$65 a month

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XIV (Continued)

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RIVERSIDE COUNTY (Continued)

NEIGHBORS OF WOODCRAFT HOME
8432 Magnolia Avenue, Riverside

Services Rendered: Life care without contract
Auspices: Neighbors of Woodcraft, Portland, Oregon
Capacity: 119 men and women
Geographical area served: Jurisdiction of the Order (nine western states)
Admission Policies: Restricted to members of the Order, age 65 and over, without means of support.
Apply to: Grand Circle, Neighbors of Woodcraft, 1410 S. W. Morrison, Portland, Oregon.
Rates: No fixed rates. Assignment of property required.

SACRAMENTO COUNTY

KENNEDY REST HOME
Rt. 9, Box 3449, Sacramento

Services Rendered: Board and room by the month
Auspices: A private commercial institution
Capacity: 24 men and women
Geographical area served: Not restricted
Admission Policies: No restrictions as to residence, religion, race or nationality, age 65 or over.
Apply to: Mrs. Edna A. Kennedy at the institution.
Rates: Information will be furnished by the institution.

SAN DIEGO COUNTY

DODSON HOME
551 South Thirty-fifth Street, San Diego 2

Services Rendered: Board and room by the month
Auspices: Dodson Home, Incorporated
Capacity: 51 men and women
Geographical area served: San Diego County
Admission Policies: Restricted to residents of San Diego County
Apply to: The institution
Rates: \$40 to \$45 a month

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XIV (Continued)

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SAN DIEGO COUNTY (Continued)

FREDERICKA HOME FOR THE AGED
183 Third Avenue, Chula Vista

Services Rendered: Life care under contract
Auspices: Fredericka Home for the Aged, Incorporated
Capacity: 125 men and women
Geographical area served: Not restricted
Admission Policies: Restricted to persons of white race, 69 years of age and over, non-sectarian.
Apply to: The institution
Rates: Information will be furnished by the institution.

LITTLE FLOWER HAVEN
8585 La Mesa Blvd., La Mesa

Services Rendered: Board and room by the month
Auspices: Carmelite Sisters of the Divine Heart of Jesus
Capacity: 51 men and women
Geographical area served: Not restricted
Admission Policies: No restrictions regarding residence, religion, race or nationality.
Apply to: The institution
Rates: Information will be furnished by the institution.

SAN DIEGO HEBREW HOME FOR THE AGED
2750 Fourth Avenue, San Diego

Services Rendered: Board and room by the month
Auspices: San Diego Hebrew Home for the Aged, Incorporated
Capacity: 15 men and women
Geographical area served: San Diego County
Admission Policies: Restricted to Hebrew residents of San Diego County 65 years of age or over. Preference given to most needy.
Apply to: Jewish Welfare Society of San Diego, 709 First National Building
Rates: \$100 a month maximum

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XIV (Continued)

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SAN FRANCISCO COUNTY

CONVENT OF THE GOOD SHEPHERD
501 Cambridge Street, San Francisco

Services Rendered: Life care
Auspices: Sisters of the Good Shepherd
Admission Policies: No new admissions being accepted.

FRENCH HOSPITAL
4131 Geary Street, San Francisco

Services Rendered: Life care
Auspices: La Societe Francaise de Bienfaisance Mutuelle
Capacity: 10 men and women
Admission Policies: Restricted to members of La Societe Francaise. Intake closed at present.

HEBREW HOME FOR AGED DISABLED
302 Silver Avenue, San Francisco

Services Rendered: Life care without contract
Auspices: Constituent of San Francisco Federation of Jewish Charities
Capacity: 144 men and women
Geographical area served: City and County of San Francisco
Admission Policies: Restricted to persons of Jewish faith with five years residence in San Francisco, women 60 years of age and over, men 65 years of age and over.

Apply to: Bureau for Care of the Aged, Eureka Bldg., 1600 Scott Street, San Francisco
Rates: According to individual case.

HOME FOR THE AGED OF THE LITTLE SISTERS OF THE POOR, INCORPORATED
300 Lake Street, San Francisco

Services Rendered: A permanent free home
Auspices: Little Sisters of the Poor
Capacity: 300 men and women
Geographical area served: Not restricted
Admission Policies: No restrictions regarding residence, religion, race or nationality, age 60 years or over. Preference given to the most needy
Apply to: Mother Superior
Rates: None

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XIV (Continued)

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SAN FRANCISCO COUNTY (Continued)

NATIVE DAUGHTERS OF THE GOLDEN WEST HOME
555 Baker Street, San Francisco 17

Services Rendered: Board and room by the month
Auspices: Native Daughters of the Golden West
Capacity: 24 women
Geographical area served: California
Admission Policies: Restricted to members of the Native Daughters of the
Golden West.
Apply to: The institution
Rates: Information will be furnished by the institution.

OLD PEOPLE'S HOME (CROCKER HOME)
2507 Pine Street, San Francisco 15

Services Rendered: Life care under contract
Auspices: Old People's Home, Incorporated
Capacity: 137 men and women
Geographical area served: Not restricted
Admission Policies: No restrictions regarding residence, religion, or
nationality. Applicants must be white, English speaking,
70 years of age or over.
Apply to: The institution
Rates: Information will be furnished by the institution.

PROTESTANT EPISCOPAL OLD LADIES' HOME
2770 Lombard Street, San Francisco 23

Services Rendered: Life care under contract
Auspices: Protestant Episcopal Church
Capacity: 81 women
Geographical area served: California
Admission Policies: Restricted to members of Protestant faiths, age 65 or over.
Preference given to Episcopalians.
Apply to: Chairman of the Membership Committee at the Home
Rates: From \$5,000 to \$7,000, depending on age at admission.

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1. The first part of the document is a list of names and addresses, including "Mr. J. H. Smith, 123 Main St., New York, N. Y." and "Mr. J. H. Smith, 123 Main St., New York, N. Y."

1. INTRODUCTION (continued)

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SAN FRANCISCO COUNTY (Continued)

UNIVERSITY MOUND OLD LADIES' HOME
350 University Street, San Francisco

Services Rendered: Life care under contract and board and room by the month
Auspices: University Mound Old Ladies' Home, Incorporated
Capacity: 69 women
Geographical area served: Not restricted
Admission Policies: No restrictions regarding religion, race or nationality,
age 65 or over.
Apply to: The institution
Rates: From \$5,500 to \$10,000, depending on age at admission and type of room.

SANTA BARBARA COUNTY

ALEXANDER HOUSE
2120 Santa Barbara Street, Santa Barbara

Services Rendered: Board and room by the month
Auspices: Santa Barbara Association for Old Age Care, Incorporated
Capacity: 17 men and women
Geographical area served: Santa Barbara
Admission Policies: No restrictions as to race or religion, age 65 or over.
Apply to: The institution
Rates: Information will be furnished by the institution.

SANTA CLARA COUNTY

ODD FELLOWS HOME OF CALIFORNIA
Saratoga

Services Rendered: Life care under contract, or without contract
Auspices: Grand Lodge, I.O.O.F. of California
Capacity: 200 men and women
Geographical area served: California
Admission Policies: Restricted to members of I.O.O.F. of California or widows,
mothers, or sisters of members; or members of Rebekah
Branch of I.O.O.F. of California; age 60 or over.
Apply to: Mr. Frank D. Macbeth, Secretary, Board of Trustees, Odd Fellows
Building, Seventh & Market Streets, San Francisco
Rates: Information will be furnished by the institution.

(Section Continued on Next Page)

SANTA CLARA COUNTY (Continued)

SHELTERING ARMS (PRATT HOME FOR AGED)
1195 South First Street, San Jose

Services Rendered: Life care under contract
Auspices: Sheltering Arms Society
Admission Policies: Admissions closed. Institution is caring for remaining
Life care members only.

STANISLAUS COUNTY

BETHANY HOME FOR THE AGED
Turlock

Services Rendered: Life care under contract
Auspices: Evangelical Mission Covenant Association of California
Capacity: 45 men and women
Geographical area served: Not restricted
Admission Policies: Restricted to white, Protestants, age 65 or over.
Apply to: The institution
Rates: From \$2,500 to \$6,500, depending on age at admission and type of room.

FOREWORD

The State Department of Social Welfare herewith presents a directory of institutions for children in California which are known to be operating under Section 1620 of the Welfare and Institutions Code and giving full-time care to children on a year-round basis. Summer camps, day nurseries, and institutions caring for children together with their parents are not included.

All of the institutions included in the directory have as their basic purpose the care of children who for some reason are unable to remain in their own homes, and who would benefit by group experience. Some of the institutions listed offer specialized services to particular groups of children. These are indicated under "Special Services".

Institutions under the licensing jurisdiction of the State Department of Social Welfare limit their services to physically and mentally normal children.

Persons desiring information on institutions offering care for mentally deficient or mentally ill children should communicate with the State Department of Mental Hygiene. Persons desiring information on institutions offering nursing or convalescent care to children who are physically ill or handicapped should communicate with the State Department of Public Health.

Maternity homes offering care to unmarried mothers under the age of sixteen are listed in a separate section.

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ALAMEDA COUNTY

CHILDREN'S HOME SOCIETY OF CALIFORNIA
6515 Outlook Avenue, Oakland

Special Services: Study and placement of children released to the agency for adoption only.

Auspices: Children's Home Society of California

Capacity: 17 children, infant-2 years

Geographical area served: California

Admission Policies: Children of any race, religion, or nationality accepted for adoption study and placement only.

Apply to: Nearest office of the Children's Home Society of California

CHILDREN'S HOUSE, FRANK M. SCOONOVER MEMORIAL
2015 Sixth Street, Berkeley 2

Auspices: Family and Children's Service of Berkeley, Incorporated

Capacity: 11 children, boys 6 - 14 years, girls 6 - 16 years

Geographical area served: Berkeley and Albany

Admission Policies: No restrictions as to religion, race, or nationality.
Children with serious behavior problems not admitted.

Apply to: Family and Children's Service of Berkeley, 847 Addison, Berkeley 2

Rates: \$50 a month, clothing, and medical care for the child.

DE FREMERY HOME
383 - 43rd Street, Oakland

Auspices: Children's Guild of the Ladies' Relief Society

Capacity: 33 boys and girls, ages 3 - 10 years

Geographical area served: Oakland Community Chest area

Admission Policies: No restrictions regarding religion or nationality, white race only. Children with serious behavior problems not admitted.

Apply to: The Children's Agency of Oakland

Rates: \$50 a month. Special medical care and clothing extra.

FANNIE WALL CHILDREN'S HOME AND DAY NURSERY, INCORPORATED
815 Linden Street, Oakland 7

Auspices: The Northern Federation of Colored Women's Clubs

Capacity: 18 boys and girls, ages 3 - 14 years

Geographical area served: Primarily the Oakland Community Chest area and Alameda County

Admission Policies: No restrictions as to religion, race, or nationality, preference given to Negro children. Children under 12 years of age without serious behavior problems admitted.

Apply to: The institution

Rates: \$50 a month and clothing for the child

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ALAMEDA COUNTY (Continued)

FRED FINCH CHILDREN'S HOME, INCORPORATED
3800 Coolidge Avenue, Oakland 2

Auspices: California Conference of Methodist Churches

Capacity: 63 boys and girls, ages 6 - 16 years

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion or nationality. Children under 14 years of age without serious behavior problems admitted.

Apply to: The institution

Rates: Information will be furnished by the institution.

MING QUONG HOME

51 - 9th Street, Oakland 7

Auspices: Board of National Missions of the Presbyterian Church in the U.S.A.

Capacity: 30 girls, ages 12 - 16 years

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion, race, or nationality. Preference given to girls of Chinese ancestry. Children with serious behavior problems not admitted.

Apply to: The institution

Rates: The average fee is \$40, with clothing and medical expenses extra. Rates may be adjusted in accordance with ability to pay.

ST. MARY OF THE PALMS GIRLS' BOARDING SCHOOL, INCORPORATED
Mission, San Jose

Special Services: School through grammar grades

Auspices: Dominican Sisters of Mission San Jose

Capacity: 132 girls, ages 5 years 9 months 11 years

Geographical area served: Not restricted

Admission Policies: No restrictions as to race or nationality, Catholic children primarily. Children with serious behavior problems not admitted.

Apply to: The institution

Rates: \$45 a month. Clothing, books, etc. to be supplied by the parents.

WEST OAKLAND HOME

4368 Lincoln Avenue, Oakland 2

Auspices: West Oakland Home, Incorporated

Capacity: 20 boys and 16 girls, ages 6 - 12 years

Geographical area served: Alameda County

Admission Policies: No restrictions as to religion, white races only. Children with behavior difficulties and emotional disturbances admitted as available treatment facilities permit.

Apply to: The institution

Rates: Information will be furnished by the institution.

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CONTRA COSTA COUNTY

THE CHUNG MEI HOME FOR CHINESE BOYS
Hill and Elm Streets, El Cerrito

Auspices: San Francisco Bay Cities Baptist Union

Capacity: 77 boys, ages 6 - 18 years

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion, Chinese race only. Boys without serious behavior problems admitted up to 16 years of age.

Apply to: The Superintendent

Rates: Information will be furnished by the institution.

LOS ANGELES COUNTY

AMARANTH HOME

2019 - 14th Street, Santa Monica

Auspices: Grand Order of the Court of Amaranth, a Masonic affiliation

Capacity: 12 girls, ages 13 - 19 years

Geographical area served: California

Admission Policies: No restrictions as to religion, white race only. Girls with serious behavior problems not admitted. Preference given to girls with Masonic affiliation.

Apply to: The institution or the President of the Board

Rates: According to ability to pay.

BOYS' AND GIRLS' AID SOCIETY OF LOS ANGELES COUNTY (AKA FIVE ACRES)
760 Mt. View Road, Altadena

Auspices: Boys' and Girls' Aid Society of Los Angeles County

Capacity: 103 boys and girls, ages 2 - 12 years

Geographical area served: Community Chest areas of Los Angeles, Altadena, Pasadena, Glendale, South Pasadena, and San Marino

Admission Policies: No restrictions as to religion or nationality. Children with serious behavior problems not admitted.

Apply to: The institution

Rates: \$60 a month and clothing. Rates adjusted to family budget.

CANFIELD FOUNDATION

1923 Micheltorena Street, Los Angeles 26

Special Services: Education through college or equivalent

Auspices: Canfield Foundation

Capacity: 25 girls, first grade through college

Geographical area served: California

Admission Policies: Protestant and Catholic girls of Caucasian race, with superior ability, admitted from first grade to 12th birthday. Girls with behavior problems not accepted.

Apply to: The institution

Rates: No charge for tuition, board and care.

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LOS ANGELES COUNTY (Continued)

CASTELAR CRECHE

818 Castelar Street, Los Angeles 12

Auspices: Castelar Creche, Incorporated

Capacity: 30 boys and girls, from 10 days -- 1 year of age

Geographical area served: Los Angeles County

Admission Policies: No restrictions as to race, religion, residence or economic status; acceptance based on individual need for placement.

Apply to: The institution

Rates: \$45 to \$70 a month, according to ability to pay.

CHILDREN'S BAPTIST HOME OF SOUTHERN CALIFORNIA, INCORPORATED

7715 Victoria Avenue, Inglewood

Auspices: Children's Baptist Home of Southern California, Incorporated

Capacity: 24 boys and 16 girls, ages 6 - 16 years

Geographical area served: Southern California

Admission Policies: Protestant children of white American descent accepted up to 12 years of age. Preference given to children attending Southern California Baptist Churches. Children with serious behavior problems not admitted.

Apply to: The institution

Rates: According to ability to pay, to a maximum of \$63 a month, plus clothing for the child and exceptional medical expenses.

CHILDREN'S HOME OF THE PLAZA COMMUNITY CENTER

72 West Alegria Avenue, Sierra Madre

Auspices: Plaza Community Center, a project of the Methodist Church

Capacity: 28 boys and girls, ages 3 - 16 years

Geographical area served: No restrictions, preference given to Southern California

Admission Policies: Protestant children of Latin-American descent admitted between the ages of 3 and 10. Children with serious behavior problems not admitted.

Apply to: Plaza Community Center, 125 Sunset Boulevard, Los Angeles

Rates: \$40 a month and clothing. Variations may be arranged with the institution

CHURCH HOME FOR CHILDREN

940 North Avenue 64, Los Angeles 42

Auspices: Protestant Episcopal Church in the Diocese of Los Angeles

Capacity: 61 boys and girls, ages 5 - 16 years

Geographical area served: Not restricted

Admission Policies: Children under 12 years of age, without serious behavior problems, of any religious faith admitted. Preference given to Protestant Episcopal children.

Apply to: The institution.

Rates: To \$50 a month, according to ability to pay.

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LOS ANGELES COUNTY (Continued)

CONVENT OF THE GOOD SHEPHERD (AKA PELLETIER TRAINING SCHOOL FOR GIRLS)
1500 South Arlington Avenue, Los Angeles 6

Special Services: Rehabilitation and academic and vocational training of sex delinquent girls, and protection of those who have been in a dangerous environment.

Auspices: Sisters of the Good Shepherd

Capacity: 225 girls, ages 12 - 21 years

Geographical area served: Not restricted

Admission Policies: White or Mexican girls of any religious faith accepted. No maternity cases admitted

Apply to: The institution

Rates: Information will be furnished by the institution.

CONVERSE KINDERGARTEN AND NURSERY SCHOOL
219 South Normandie Avenue, Los Angeles

Auspices: A private commercial institution

Capacity: 19 boys and girls, ages 4 - 8 years

Geographical area served: Los Angeles

Admission Policies: White Protestant children without behavior problems are admitted.

Apply to: The institution

Rates: \$75 a month, and clothing, medical care, and spending money.

DAVID AND MARGARET HOME FOR CHILDREN, INCORPORATED
1350 Bonita Avenue, LaVerne

Auspices: Women's Division of Christian Service of the Board of Missions and Church Extension of the Methodist Church

Capacity: 100 boys and girls, ages 3 - 10 years

Geographical area served: Southern California

Admission Policies: White American children without behavior problems are accepted. Preference to children of Methodist background.

Apply to: The institution

Rates: Nominal fee and clothing.

FAIR VIEW SCHOOL
1699 Manning Avenue, Los Angeles 24

Special Services: Nursery school, kindergarten, first three grades of school

Auspices: A private commercial institution

Capacity: 6 children, 2 - 8 years

Geographical area served: Not restricted

Admission Policies: White children of any religion without serious behavior problems accepted. References required.

Apply to: The institution

Rates: Information will be furnished by the institution.

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LOS ANGELES COUNTY (Continued)

FRANCES DE PAUW SCHOOL

4952 Sunset Boulevard, Los Angeles 27

Special Services: School through the grammar grades

Auspices: Board of Missions and Church Extension of the Methodist Church, Women's Division

Capacity: 95 girls, ages 8 - 18 years

Geographical area served: Not restricted

Admission Policies: Mexican and Latin-American girls of any religious faith accepted. Preference given to Protestants. Girls with serious behavior problems not admitted.

Apply to: The institution

Rates: Information will be furnished by the institution.

HATHAWAY HOME FOR CHILDREN

840 North Avenue 66, Los Angeles 42

Auspices: Hathaway Home for Children, Incorporated

Capacity: 53 boys and girls, ages 3 - 8 years

Geographical area served: Restricted to Community Chest Agency area of Los Angeles

Admission Policies: Children of Protestant faith, Caucasian race, American background, without serious behavior problems admitted.

Apply to: The institution

Rates: According to ability to pay.

JEWISH ORPHANS' HOME OF SOUTHERN CALIFORNIA (AKA VISTA DEL MAR CHILD-CARE SERVICE)

10219 Exposition Boulevard, Los Angeles

Special Services: Foster home placement for children from infancy to 18 years not suited to institution life

Auspices: A constituent of the Federation of Jewish Welfare Organizations

Capacity: 120 boys and girls, ages 6 - 18 years

Geographical area served: Metropolitan Los Angeles area

Admission Policies: Restricted to Jewish children under 17 years of age without serious behavior problems.

Apply to: Social Service Department

Rates: Determined by budgetary study.

LARK ELLEN HOME FOR BOYS, INCORPORATED

11351 Olympic Boulevard, West Los Angeles 25

Auspices: Lions Club of Los Angeles

Capacity: 50 boys, ages 10 $\frac{1}{2}$ -- 16 years

Geographical area served: Los Angeles Community Chest area. Some exceptions are made.

Admission Policies: No religious restrictions. No serious behavior problems accepted.

Apply to: The institution

Rates: Determined on individual basis, average from \$40 to \$65 a month

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LOS ANGELES COUNTY (Continued)

LITTLE FLOWER MISSIONARY HOUSE
2434 Gates Street, Los Angeles 31

Auspices: Carmelite Sisters of the Third Order, Incorporated
Capacity: 20 girls, ages 6 - 11 years
Geographical area served: Not restricted
Admission Policies: No restrictions as to religion, nationality, or race, except
Negro. Catholic girls of Mexican descent given preference.
Children with serious behavior problems not admitted.

Apply to: The institution

Rates: Information will be furnished by the institution.

LOS ANGELES ORPHANAGE
917 South Boyle Avenue, Los Angeles

Auspices: Daughters of Charity of Saint Vincent De Paul
Capacity: 185 girls, ages 3 - 16 years
Geographical area served: Los Angeles Community Chest area primarily
Admission Policies: Catholic or Protestant girls of any nationality or race,
except Negro, accepted up to 12 years of age.

Apply to: The institution

Rates: Information will be furnished by the institution.

LOS ANGELES ORPHANS' HOME
815 El Centro Avenue, Los Angeles 38

Auspices: Los Angeles Orphans' Home Society, Incorporated
Capacity: 90 boys and girls, ages 3 - 14 years
Geographical area served: Los Angeles County
Admission Policies: Children of Protestant faith, white race, without serious
behavior problems, who have one year's residence in Los
Angeles County accepted.

Apply to: The institution

Rates: To \$35 a month, according to ability to pay.

MASONIC HOME FOR CHILDREN
1636 East Badillo Street, Covina

Special Services: Foster home placement for those children who do not adjust in
the institution

Auspices: Masonic Homes of California, Incorporated
Capacity: 180 boys and girls, ages 6 - 18 years
Geographical area served: California and Hawaiian Islands
Admission Policies: Children of members of California Lodges, F. & A. M.
Apply to: Masonic Homes of California, Masonic Temple, 25 Van Ness Avenue,
San Francisco 2

Rates: Information will be furnished by the institution.

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LOS ANGELES COUNTY (Continued)

McKINLEY HOME FOR BOYS

13840 Riverside Drive, Van Nuys

Auspices: McKinley Home for Boys, Incorporated

Capacity: 218 boys, ages 8 - 19 years

Geographical area served: Community Chest areas of Los Angeles, Burbank, Glendale, and Alhambra

Admission Policies: White children, of any religious faith, under 14 years of age or below 8B grade in school, without serious behavior problems.

Apply to: The institution - Director of Social Service Department.

Rates: According to ability to pay.

NAZARETH HOUSE

Home for Boys

15231 Magnolia Boulevard, Van Nuys

Special Services: School through grammar grades

Auspices: Poor Sisters of Nazareth, Incorporated

Capacity: 85 boys, ages 6 - 16 years

Geographical area served: Arch-diocese of Los Angeles

Admission Policies: White and Mexican boys of any religious faith who are in need of institutional care admitted between ages of 6 and 10. Preference given to Catholic boys. No serious behavior problems or Juvenile Court cases accepted.

Apply to: The institution

Rates: Information will be furnished by the institution

NURSERY SCHOOL FOR VISUALLY HANDICAPPED CHILDREN

2531 Fifth Avenue, Los Angeles 16

Special Services: Physical, mental and emotional training of blind and near blind pre-school children and guidance to parents

Auspices: Delta Gamma Fraternity Alumnae in Southern California

Capacity: 6 boys and girls, ages 2-5 years

Geographical area served: Not restricted

Admission Policies: Children with defective vision only

Apply to: The institution

Rates: Information will be furnished by the institution.

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XV. (Continued)

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LOS ANGELES COUNTY (Continued)

OPTIMIST HOME FOR BOYS, INCORPORATED

6957 North Figueroa Street, Los Angeles 42

Special Services: Character training and continuous supervision for delinquent and pre-delinquent boys

Auspices: Optimist Clubs of the Los Angeles area

Capacity: 60 boys, ages 10 - 14 years at time of admission

Geographical area served: Not restricted

Admission Policies: White, American Protestant boys accepted for a minimum period of one year. Behavior problems not a barrier.

Apply to: The institution

Rates: Private placement \$60 a month and clothing. Rates to agencies according to child's special needs.

PACIFIC LODGE BOYS' HOME

4900 Serrania Avenue, Woodland Hills

Special Services: Supervision and guidance for boys in need of socialized training

Auspices: Pacific Lodge Boys' Home, Incorporated

Capacity: 75 boys, ages 10 - 15 years

Geographical area served: Los Angeles and Southern California

Admission Policies: Boys of white, American background, of any religious faith admitted between 10 and 14 years of age. Behavior problems accepted.

Apply to: The institution

Rates: \$40 - \$60 a month and clothing

PASADENA CHILDREN'S TRAINING SOCIETY

1125 East Del Mar Street, Pasadena 5

Auspices: Pasadena Children's training Society

Capacity: 54 boys and girls, ages 3 - 12 years

Geographical area served: Not restricted, residents of Pasadena or immediate vicinity given preference

Admission Policies: Children of American, Protestant, white parentage with no serious behavior problems accepted.

Apply to: The institution

Rates: According to ability to pay.

RANCHO SAN ANTONIO

21020 Plummer Street, Chatsworth

Auspices: Roman Catholic Archdiocese of Los Angeles, directed by Brothers of St. John of God

Capacity: 36 boys, ages 11 - 16 years

Geographical area served: Los Angeles Community Chest and surrounding areas

Admission Policies: No restrictions as to religion, race, or nationality. Boys with serious behavior problems not admitted.

Apply to: The institution

Rates: \$45 a month and clothing.

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XV. (Continued)

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LOS ANGELES COUNTY (Continued)

ROSEMARY COTTAGE

3244 East Green Street, Pasadena 10

Auspices: Rosemary Cottage, Incorporated

Capacity: 20 girls, ages 12 through 17 years

Geographical area served: Los Angeles County area, with preference to Pasadena and Altadena girls

Admission Policies: No restrictions regarding religion or nationality, white race only. Girls needing guidance or supervision but who do not need psychiatric treatment are accepted.

Apply to: The institution

Rates: \$60 a month plus \$1 a week allowance, and clothing. Fees can be adjusted for Pasadena-Altadena girls.

SPANISH AMERICAN INSTITUTE (AKA BOYS' HOME)

15840 South Figueroa Street, Gardena

Auspices: Boys' Home (Methodist Church)

Capacity: 75 boys, ages 8 - 18 years

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion, race, or nationality. Children with serious behavior problems not admitted.

Apply to: The institution

Rates: \$45 a month and clothing for the child.

TWIN OAKS CHILDREN'S HOME

1302 South Charlotte Avenue, San Gabriel

Auspices: Private organization

Capacity: 14 boys and girls, ages 4 - 10 years

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion or nationality, white race only. Children with serious or minor behavior problems not accepted.

Apply to: The institution

Rates: \$50 a month and laundry

VOLUNTEERS OF AMERICA CHILDREN'S HOME (AKA CHILDREN'S HOME)

501 South Boyle Avenue, Los Angeles

Auspices: The Volunteers of America

Capacity: 86 children, boys 4 - 10 years, girls 4 - 12 years

Geographical area served: Los Angeles Community Chest area

Admission Policies: Children of white race of any Protestant faith accepted.

Apply to: The Volunteers of America, 333 South Los Angeles Street, Los Angeles 13

Rates: According to ability to pay

(Section Continued on Next Page)

XV. (Continued)

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LOS ANGELES COUNTY (Continued)

WOODLAND HALL

1741 Kirby Road, Glendale 8

Auspices: Busy Bee Home Society, Incorporated

Capacity: 50 boys and girls, ages 6 - 14 years

Geographical area served: Not restricted

Admission Policies: Restricted to white Christian Science children, ages 6 years - 13 years 6 months, without serious behavior problems.

Apply to: The institution

Rates: Information will be furnished by the institution.

MARIN COUNTY

ST. VINCENT'S SCHOOL FOR BOYS

San Rafael

Special Services: School through second year of high school

Auspices: St. Vincent's Roman Catholic Orphan Asylum of San Francisco for Boys, Inc.

Capacity: 350 boys, ages 6 - 16 years

Geographical area served: San Francisco, Alameda, Contra Costa, Marin, Sonoma, San Mateo, Santa Clara, San Joaquin, Napa, Solano, Stanislaus, Mendocino, and Lake Counties (Archdiocese of San Francisco)

Admission Policies: Catholic boys of any race or nationality, between the ages of 6 and 15 years, without serious behavior problems admitted.

Apply to: Residents of Sonoma, Napa, Contra Costa, Mendocino, Lake, and Stanislaus Counties apply to the institution. Residents of all other counties apply to local Catholic Social Service.

Rates: Information will be furnished by the institution.

SAN FRANCISCO PRESBYTERIAN ORPHANAGE AND FARM (SUNNY HILLS)

910 Sir Francis Drake Blvd., San Anselmo

Auspices: San Francisco Presbyterian Orphanage and Farm, Incorporated

Capacity: 105 boys and girls, ages 3 - 18 years

Geographical area served: San Francisco and Marin Counties

Admission Policies: Protestant children of white race between the ages of 3 and 12 years, without serious behavior problems admitted.

Apply to: The institution

Rates: According to parents' ability to pay. Dependent children from Marin and San Francisco Counties \$45.

(Section Continued on Next Page)

XV. (Continued)

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MENDOCINO COUNTY

THE ALBERTINUM SCHOOL
West Church Street, Ukiah

Special Services: School through the eighth grade

Auspices: Dominican Sisters of Mission San Jose

Capacity: 200 boys and girls, ages 6 - 16 years

Geographical area served: Northern California

Admission Policies: No restrictions as to race or nationality, Catholic children only. Girls over 12 years of age and boys over 14 years not admitted. Children with serious behavior problems not admitted.

Apply to: Catholic Social Service Agencies, or Probation Officers

Rates: \$45 a month

ORANGE COUNTY

McCANN'S GUEST RANCH FOR BOYS
17th and Arizona, P.O. Box 429, Westminster

Auspices: A private commercial institution

Capacity: 16 boys, 4 - 14 years of age

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion, white race only. No behavior problems accepted.

Apply to: The institution

Rates: \$80 a month

RIVERSIDE COUNTY

ST. BONIFACE SCHOOL
1065 Gilman Street, Banning

Special Services: School through the eighth grade

Auspices: Catholic Church of the San Diego Diocese

Capacity: 56 boys and 80 girls, ages 6 - 16 years

Geographical area served: Not restricted

Admission Policies: Children between ages of 6 and 14 years without serious behavior problems admitted.

Apply to: The institution

Rates: \$40 a month and clothing for the child

(Section Continued on Next Page)

XV. (Continued)

Page 17 of XV

SACRAMENTO COUNTYCHILDREN'S RECEIVING HOME OF SACRAMENTO
1423 H Street, Sacramento

Auspices: Children's Receiving Home, Incorporated
Capacity: 19 children, girls 2 - 16 years of age, boys 2 - 14 years of age
Geographical area served: Sacramento County
Admission Policies: Children of any race, religion, or nationality, who need
emergency placement accepted through Sacramento Social
Agencies only. No delinquency problems accepted.
Apply to: Social Welfare Agencies in Sacramento
Rates: \$1.50 a day paid by placing agency.

SACRAMENTO CHILDREN'S HOME
2750 Sutterville Road, Sacramento

Special Services: Foster home placement for children under care who are not
suited to institution life
Auspices: Sacramento Children's Home, Incorporated
Capacity: 75 boys and girls, ages 5 - 14 years
Geographical area served: Not restricted
Admission Policies: No restrictions as to religion, race, or nationality.
Children with serious behavior problems not accepted.
Apply to: The institution
Rates: \$45 a month and clothing for the child. Where child is placed by
parent, payment arranged according to sliding scale.

ST. PATRICK'S HOME FOR BOYS AND GIRLS
Franklin Blvd. at 38th Avenue, Sacramento

Special Services: School through the grammar grades
Auspices: Roman Catholic Bishop of Sacramento
Capacity: 50 boys and 50 girls, ages 6 - 16 years
Geographical area served: Diocese of Sacramento (Sacramento County and all
counties north to the Oregon boundary)
Admission Policies: No restrictions as to religion, race, or nationality.
Children between 6 and 14 without serious behavior
problems accepted.
Apply to: Catholic Welfare Bureau, 924 - 11th Street, Sacramento 14
Rates: Maximum \$45 a month. Private placements according to ability to pay.

STANFORD LATHROP MEMORIAL HOME
800 N Street, Sacramento

Auspices: Roman Catholic Bishop of Sacramento
Capacity: 25 girls of high school age
Geographical area served: Sacramento area and all points in Northern California
Admission Policies: No restrictions as to race, color, or creed. Children
must be without serious behavior problems.
Apply to: Catholic Welfare Bureau, 924 - 11th Street, Sacramento
Rates: \$45 a month. Exceptions made in special cases.

(Section Continued on Next Page)

XV. (Continued)

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SAN BERNARDINO COUNTY

CALIFORNIA JUNIOR REPUBLIC

Roswell and Edison Streets, Chino

Special Services: Supervision, education and training of pre-delinquent boys

Auspices: California Junior Republic Association, Incorporated

Capacity: 100 boys, high school age

Geographical area served: Not restricted

Admission Policies: White, American, Protestant boys for a minimum period of one year, preferable at beginning of school semesters, February 1st, June 1st, or September 1st.

Apply to: The institution

Rates: Information will be furnished by the institution.

CHURCH OF CHRIST CHILDREN'S HOME

548 West Francis, Ontario

Auspices: Church of Christ Children's Home, Incorporated

Capacity: 30 boys and 20 girls, ages 3 - 16 years

Geographical area served: California

Admission Policies: Children of Protestant faith, white race, without serious behavior problems admitted between ages of 3 and 12.

Apply to: The institution

Rates: According to ability to pay

KALIFORNIA KIDDIE KOLLEGE

1963 E Street, San Bernardino

Special Services: Nursery school for pre-school children

Auspices: A private commercial institution

Capacity: 13 boys and girls, ages 3 - 8 years

Geographical area served: San Bernardino primarily

Admission Policies: Children of any religious faith, without serious behavior problems admitted

Apply to: The institution

Rates: Information will be furnished by the institution.

SAN DIEGO COUNTY

BOYS' AND GIRLS' AID SOCIETY OF SAN DIEGO, LTD.

4285 Third Avenue, San Diego 3

Auspices: Boys' and Girls' Aid Society, Incorporated

Capacity: 56 boys and girls, ages 2 - 16 years

Geographical area served: San Diego County

Admission Policies: No restrictions as to religion, race, or nationality. Children with serious behavior problems not admitted. Children accepted only through San Diego Social Welfare Agencies.

Apply to: Social Welfare Agencies in San Diego

Rates: Information will be furnished by the institution.

(Section Continued on Next Page)

XV. (Continued)

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SAN DIEGO COUNTY (Continued)

NAZARETH HOUSE

Old Mission

Rt. 2, Box 200, San Diego

Special Services: Elementary school

Auspices: Poor Sisters of Nazareth of San Diego, Incorporated

Capacity: 160 boys and girls, ages 3 - 16 years

Geographical area served: Counties of San Diego, San Bernardino, Riverside, and Imperial, which comprise the Catholic Diocese of San Diego

Admission Policies: No restrictions as to race, religion, or nationality except Negro. Boys under 10 years and girls under 11 years with no serious behavior problems admitted.

Apply to: Catholic Welfare Bureau or the institution

Rates: According to ability to pay. For additional information, apply to institution.

SAMUEL T. GILLISPIE WELFARE FOUNDATION (LA JOLLA COTTAGE)

7623 Girard Street, La Jolla

Auspices: Samuel T. Gillispie Welfare Foundation, Incorporated, and La Jolla Kiwanis Club

Capacity: 13 children, ages 3 - 12 years

Geographical area served: Primarily La Jolla area

Admission Policies: No restrictions as to race, religion, or nationality. Children over 10 years of age or with behavior problems not generally accepted.

Apply to: The institution

Rates: According to ability to pay.

THE SAN DIEGO CHILDREN'S HOME

1365 - 16th Street, San Diego 2

Auspices: The San Diego Children's Home Association, Ltd.

Capacity: 18 boys and 65 girls, school age

Geographical area served: Not restricted

Admission Policies: Children of any religion, race, or nationality accepted if placement will be of value to them.

Apply to: The institution

Rates: Public agency rates \$48 to \$50 and clothing allowance. Private cases based on ability to pay.

(Section Continued on Next Page)

XV. (Continued)

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SAN FRANCISCO COUNTY

BABIES' AID

740 - 31st Avenue, San Francisco 21

Auspices: Babies' Aid, Incorporated

Capacity: 26 infants under 3 months

Geographical area served: San Francisco County

Admission Policies: No restrictions as to religion, race, or nationality. All intake through social agencies listed below.

Apply to: Family and Children's Agency of San Francisco, Native Sons and Native Daughters, and Little Children's Aid.

Rates: \$118 a month

EDGEWOOD, THE SAN FRANCISCO PROTESTANT ORPHANAGE

1801 Vicente Street, San Francisco 16

Auspices: Edgewood, The San Francisco Protestant Orphanage, Incorporated

Capacity: 126 boys and girls, 5 years 9 months - 16 years

Geographical area served: San Francisco County primarily

Admission Policies: White Protestant children without serious behavior problems admitted.

Apply to: The institution

Rates: According to ability to pay, usual range \$35 to \$60.

INFANT SHELTER

1201 Ortega Street, San Francisco 22

Auspices: An incorporated non-profit organization

Capacity: 60 boys and girls, ages 3 months - 4 $\frac{1}{2}$ years

Geographical area served: San Francisco

Admission Policies: No restrictions as to race or creed. Children accepted for emergency care only from the San Francisco agencies listed below.

Apply to: Family and Children's Agency, Little Children's Aid, Jewish Family Service Agency, American Red Cross, and Native Sons and Daughters.

Rates: Established by the referring social agency.

(Section Continued on Next Page)

XV (Continued)

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SAN FRANCISCO COUNTY (Continued)

MEI LUN YUEN HOME
740 - 37th Avenue, San Francisco

Auspices: Mei Lun Yuen, Incorporated
Capacity: 9 boys and girls, ages 2 - 12 years
Geographical area served: Not restricted
Admission Policies: Chinese children only
Apply to: The Family and Children's Agency
Rates: \$40 a month minimum

PACIFIC HEBREW ORPHAN ASYLUM AND HOME SOCIETY (AKA HOMEWOOD TERRACE, CHILD CARE SERVICE)

11 Homewood Terrace, San Francisco

Special Services: Foster home placement for children not suited to institution life

Auspices: Pacific Hebrew Orphan Asylum and Home Society, Inc., a constituent of the San Francisco Federation of Jewish Charities and affiliated with the San Francisco Community Chest

Capacity: 120 boys and girls, ages 6 - 18 years

Geographical area served: San Francisco County. Under special arrangements, children are accepted from the entire Northern California area.

Admission Policies: Jewish children, between 6 and 16 years of age, with minor behavior difficulties only. Children with serious behavior problems treatable within the institution are accepted.

Apply to: Jewish Family Service Agency

Rates: Information will be furnished by the institution

ROMAN CATHOLIC ORPHAN ASYLUM OF SAN FRANCISCO (AKA MOUNT ST. JOSEPH'S SCHOOL)
1700 Newhall Street, San Francisco 24

Special Services: School through the eighth grade

Auspices: Sisters of Charity of St. Vincent de Paul

Capacity: 235 girls, ages 4 -- 16 years

Geographical area served: Northern California

Admission Policies: No restrictions as to religion, nationality, or race, except Negro. Children under 12 years of age without behavior problems admitted.

Apply to: The institution

Rates: Based on ability to pay. \$45 maximum, clothing.

(Section Continued on Next Page)

XV (Continued)

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SAN FRANCISCO COUNTY (Continued)

UNIVERSITY MOUND TRAINING SCHOOL FOR GIRLS (AKA CONVENT OF THE GOOD SHEPHERD)
501 Cambridge Street, San Francisco 12

Special Services: Rehabilitation and academic and vocational training of sex delinquent girls and protection of those who have been in a dangerous environment.

Auspices: Convent of the Good Shepherd, Incorporated

Capacity: 160 girls, ages 12 - 18 years

Geographical area served: Northern California

Admission Policies: No restrictions as to religion, nationality, or race, except Negro

Apply to: Any Catholic Social Service Bureau

Rates: Information will be furnished by the institution

SAN JOAQUIN COUNTY

CHILDREN'S HOME OF STOCKTON
430 N. Pilgrim Street, Stockton

Auspices: Children's Home of Stockton, Incorporated

Capacity: 29 girls, 27 boys, ages 6 - 12 years

Geographical area served: San Joaquin County

Admission Policies: No restrictions as to religion or nationality. Children with serious behavior problems not admitted.

Apply to: The institution

Rates: Information will be furnished by the institution

JUNIOR AID HOME
321 West Flora Street, Stockton 16

Auspices: Junior Aid, Incorporated, of Stockton

Capacity: 15 girls, ages 13 - 18 years

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion, white race only. No serious behavior problems accepted.

Apply to: The institution

Rates: \$40 a month and clothing for the child.

(Section Continued on Next Page)

XV (Continued)

Page 23 of XV

SAN MATEO COUNTY

ARCHBISHOP EDWARD J. HANNA MEMORIAL CENTER FOR BOYS (AKA HANNA CENTER FOR BOYS)
440 Arbor Road, Menlo Park

Special Services: Relatively long-time care, supervision and treatment of
delinquent or pre-delinquent boys

Auspices: Roman Catholic Archbishop of San Francisco

Capacity: 24 boys, ages 11 - 14 years

Geographical area served: Diocese of San Francisco

Admission Policies: Catholic boys of white race (including Mexican). Boys are
not rejected because of behavior problems in their own home
or in their community.

Apply to: Local offices of Catholic Social Services

Rates: \$50 a month

SANTA CLARA COUNTY

HOME OF BENEVOLENCE

901 South 12th Street, San Jose 12

Auspices: Home of Benevolence, Incorporated

Capacity: 75 boys and girls, ages 6 - 16 years

Geographical area served: Not restricted

Admission Policies: Caucasian children of any nationality or religion accepted.
Delinquent children not accepted.

Apply to: The institution

Rates: Information will be furnished by the institution.

I.O.O.F. ORPHANS' HOME

Gilroy

Auspices: Rebekah Assembly, I.O.O.F. of California

Capacity: 75 boys and girls, ages 2 - 14 years

Geographical area served: California

Admission Policies: Orphan children of members of order, without serious behavior
problems.

Apply to: Rebekah Assembly, Odd Fellows Building, 26 Seventh Street, San
Francisco 3

Rates: According to ability to pay.

(Section Continued on Next Page)

XV (Continued)

Page 24 of XV

SANTA CLARA COUNTY (Continued)

MING QUONG HOME
Los Gatos

Auspices: Board of National Missions of the Presbyterian Church in the U.S.A.

Capacity: 33 girls, ages $4\frac{1}{2}$ - 12 years

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion, race, or nationality.
Preference given to girls of Chinese ancestry. Children
with serious behavior problems not admitted.

Apply to: Oakland Unit of Ming Quong Home, 51 Ninth Street, Oakland 7

Rates: Average fee is \$40, with clothing and medical expenses extra. Rates may
be adjusted in accordance with ability to pay.

TWELVEACRES, INCORPORATED (AKA OUR CHILDREN'S HOME)
P.O. Box 187, Los Altos

Auspices: Twelveacres, Incorporated

Capacity: 26 boys and girls, ages 6 - 12 years

Geographical area served: Not restricted

Admission Policies: Children must have one parent or guardian who is a student
of Christian Science. No behavior problems accepted.

Apply to: The institution

Rates: Information will be furnished by the institution.

SONOMA COUNTY

THE SALVATION ARMY BOYS' AND GIRLS' HOME (AKA LYTTON)
Lytton

Auspices: The Salvation Army, Incorporated

Capacity: 32 girls, 98 boys, ages 8 - 16 years

Geographical area served: California

Admission Policies: No restrictions as to race, religion, or nationality.
Children over 14 years of age or in the ninth grade or
over not admitted. No serious behavior problems accepted.

Apply to: The institution

Rates: \$45 - \$50 a month, special medical care extra

(Section Continued on Next Page)

XV (Continued)

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STANISLAUS COUNTY

FAITH HOME FOR CHILDREN, INCORPORATED

On Faith Home Road near Keyes, Rt. 1, Box 915, Ceres

Auspices: Faith Home Association

Capacity: 12 boys, ages 7 - 16 years

Geographical area served: Stanislaus County primarily

Admission Policies: No restrictions as to religion, race, or nationality.
Children over 12 years of age not accepted. Preference
given to referrals by Stanislaus County Welfare and Pro-
bation Departments.

Apply to: The institution

Rates: \$40 a month

MATERNITY HOMES

All of the maternity homes listed herein offer prenatal and confinement care for unmarried pregnant girls, and post-partum care for these girls and their babies for a limited period. These homes also offer assistance to the mother in planning for herself and her child, including referral to licensed child placing agencies if requested. In general, girls with serious behavior difficulties and girls who are not physically and mentally normal are not accepted. Girls who are infected with venereal disease are admitted only to the Ruth Home. (See Page 28).

XV (Continued)

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ALAMEDA COUNTY

BOOTH MEMORIAL HOSPITAL
2794 Garden Street, Oakland 1

Auspices: The Salvation Army
Capacity: 65 girls, 38 babies

Geographical area served: Not restricted

Admission Policies: No restrictions regarding race, religion, or nationality.
Application should be made in time to allow entry six weeks before confinement.

Apply to: The institution

Rates: \$50 a month board and room, \$60 confinement fee. Inability to pay is not a basis for refusal of service.

LOS ANGELES COUNTY

BOOTH MEMORIAL HOSPITAL
2670 Griffin Avenue, Los Angeles 31

Auspices: The Salvation Army
Capacity: 50 beds, resident

Geographical area served: Not restricted

Admission Policies: No restrictions as to age, race, or religion, except that Catholic girls are referred to Catholic Welfare Bureau. A personal interview is required. Application should be made early enough to allow entrance at least two months prior to the date of confinement. Patients should remain for at least two weeks post-partum care.

Apply to: The institution

Rates: \$50 a month

FLORENCE CRITTENTON HOME FOR UNWED MOTHERS
234 East Avenue 33, Los Angeles 31

Auspices: Florence Crittenton Home Association
Capacity: 30 girls, 20 infants

Geographical area served: Not restricted

Admission Policies: Protestant girls of any nationality or race except Negro are accepted. Personal application preferred.

Apply to: The institution

Rates: \$35 a month for board and room, plus \$35 obstetrical fee for individuals.
A flat rate of \$55 a month is made to social agencies making placements.

(Section Continued on Next Page)

XV (Continued)

Page 28 of XV

LOS ANGELES COUNTY (Continued)

RUTH HOME

831 North Gilman Road, El Monte

(Los Angeles Office: Room 830, 417 South Hill Street, Los Angeles)

Special Services: Medical treatment and social rehabilitation provided to unmarried mothers, infants, and girls suffering from syphilis and gonorrhea

Auspices: Southern California Protective Society affiliated with Pacific Protective Society

Capacity: 8 beds, 8 bassinets

Age Limit: Infancy - 21 years of age

Geographical area served: California

Admission Policies: No restrictions as to race, religion, or economic status. There must be a definite diagnosis of venereal disease and recommendation for medical care by a licensed physician. Children with minor behavior difficulties accepted.

Apply to: Social Service Office, Room 830, Subway Terminal Building, 417 South Hill Street, Los Angeles

Rates: Depend upon residence and ability to pay.

ST. ANNE'S MATERNITY HOSPITAL

155 No. Occidental Boulevard, Los Angeles 26

Auspices: Franciscan Sisters of the Sacred Heart

Capacity: 33 girls, 20 babies

Geographical area served: Not restricted

Admission Policies: No restrictions as to age, race, religion, or nationality

Apply to: The institution

Rates: Minimum \$60 a month.

SACRAMENTO COUNTY

PENIEL RESCUE HOME (FAIRHAVEN)

Rt. 4, Box 750, Sacramento 17

Auspices: Peniel Missions

Capacity: 31 beds

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion, race, or nationality. Girls must enter at least two months before delivery and remain for three weeks after. No emergency patients admitted.

Apply to: The institution

Rates: \$150 for period of stay in home

XV (Continued)

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SAN DIEGO COUNTY

THE SALVATION ARMY DOOR OF HOPE HOME (AKA COLLIER PARK HOSPITAL)
2301 Bolinas Street, San Diego 7

Auspices: The Salvation Army

Capacity: 19 girls, any age; 11 babies, newborn

Geographical area served: Not restricted

Admission Policies: No restrictions as to race, religion, or residence. Application should be made early enough to allow entrance at least six weeks before confinement.

Apply to: Superintendent, 2301 Bolinas Street, San Diego 7

Rates: Stated fee \$1.50 a day for room and board, plus \$50 for hospital care.
Ability to pay is not a requisite of admission.

SAN FRANCISCO COUNTY

FLORENCE CRITTENTON HOME, INCORPORATED
376 Twentieth Avenue, San Francisco

Auspices: Florence Crittenton Home, Incorporated

Capacity: 20

Geographical area served: Not restricted

Admission Policies: No restrictions as to age, race, religion, residence or economic status; preference given to younger unmarried girls.

Apply to: The institution - Director of Social Service

Rates: Fees are arranged individually in accordance with ability to pay.

ST. ELIZABETH'S INFANT HOSPITAL, INCORPORATED
100 Masonic Avenue, San Francisco

Auspices: Daughters of Charity of St. Vincent De Paul

Capacity: 46 mothers, 50 infants

Geographical area served: Not restricted

Admission Policies: No restrictions as to religion, race, or nationality.

Apply to: The institution

Rates: Information will be furnished by the institution.

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
July 1, 1947

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. RUBY BACIGALUPI
1870 JACKSON STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:


My dear Mr. Jordan:

Attached are three copies of the following regulations made
by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 302 (Ag)
DEPARTMENT BULLETIN NO. 303 (WS)

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF.

1947 JUL 3 AM 9 33

206:85
Attachments
FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

W. J. Sullivan
(Signature)

Director
(Title)

7/1/47
(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET

EARL WARREN
GOVERNOR

See - 2140
Wd 10 120, 120.5

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
May 29, 1947

FILED

In the office of the Secretary of State
of the State of California

JUL 3 - 1947

FRANK M. JORDAN, Secretary of State

By *Robert M. Jordan*
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 302 (Ag)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Old Age Security
Budget Schedule

The Social Welfare Board has adopted a revised budget schedule as shown below:

Food	\$25.50 (Increase 75% to \$44.60 if all meals purchased in restaurants)
Housing, as paid, for example	20.00
Utilities, as paid, or the following minima:	
Electricity	1.20
Gas	1.85
Water	1.40
Garbage removal	.50
Other, for example, heat	3.15
Household operation	4.10
Clothing	6.75
Incidentals and personal needs	10.00
Transportation	3.00
Other needs, such as medical care in the amount of actual cost	
	<u>\$77.45</u>

The revised budget schedule shall be effective coincident with the date of any change in the statutory maximum resulting from legislative action at the present session provided such legislation is not effective prior to September 1, 1947.

Should legislation be passed which increases the statutory maximum from a date prior to September 1 the revised budget schedule shall become effective on that date or as soon thereafter as administratively possible but not later than September 1, 1947.

If upon adjournment of the legislature no legislation has been passed to increase the statutory maximum the revised budget schedule shall become effective with the first of the month following adjournment or as soon thereafter as administratively possible but not later than September 1, 1947.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Wd 10 2140

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14

June 17, 1947

FILED

In the office of the Secretary of State
of the State of California

JUL 3 - 1947

FRANK M. JORDAN, Secretary of State

By Robert M. Jordan
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 303 (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Civilian War Assistance

Legislation has been introduced in Congress to provide funds for the continuation of the Civilian War Assistance program after July 1, 1947. Final action has not been taken on the legislation, but it is anticipated the program will be extended. Inasmuch as Congressional action has not been completed, there may be a period in July when no funds will be available.

The current appropriation terminates June 30, 1947, and present funds may not be encumbered for assistance, administration or service, including medical service, rendered after June 30. Outstanding authorizations for medical or dental care should be canceled effective June 30, and all medical care bills for services rendered before June 30 should be paid when eligibility is established.

Those counties which received special advances for the purpose of establishing revolving funds will expend such monies only for obligations incurred for the period ending June 30 and will be informed as to the disposition of any remaining balances immediately upon our receipt of additional information.

All War Services assistance and administrative expense claims must be submitted to this office as soon as administratively possible after the close of this month.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Wt 10 120, 120.5

Earl Warren
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
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DAVID HEWES BUILDING
995 MARKET STREET
(3)

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14
July 3, 1947

SOCIAL WELFARE BOARD

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1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations made
by the State Department of Social Welfare.

MANUAL LETTER NO. 106

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

206:b5
Attachments

§ 103 W & D Code. Rules and Regulations.

Debate 2010, 2140
Fund 114
Blind 3075
Child care 1621
Life care 2354

1511, 1560. Needy children
2140. Debate
118, 118.1 Records
6562
908

FRANK M. JORDAN
SECRETARY OF STATE
DIVISION OF SOCIAL WELFARE

1947 JUL 7 PM 1 31

RECEIVED
SACRAMENTO, CALIF.

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

W. S. L. L. L.
(Signature)

Director
(Title)

7/2/47
(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
July 3, 1947

FILED

in the office of the Secretary of State
of the State of California

JUL 7 - 1947

FRANK M. JORDAN, Secretary of State

By *Robert V. Jordan*
Assistant Secretary of State

1299

MANUAL LETTER NO. 106

The attached revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers canceled on the separators of the revised chapters. Revision numbers are as follows:

Welfare & Personnel Standards	Revisions 65 thru 68
Age	Revisions 18 thru 20
Citizenship	Revision 3
Relatives	Revision 34
Amount of Grant	Revision 67

These revisions were approved by the State Social Welfare Board on June 26, 1947.

Revisions of Secs. 071-00, 071-10, 071-15 and 071-20 were made to incorporate in the manual the provisions of Department Bulletin 301 which is now obsolete. Sec. 071-10, Adoption of Compensation Plan, provides that in lieu of the pay schedules involved in Sec. 071-05 a board of supervisor's may submit for approval for use in a county welfare department pay ranges based upon a factual and competent salary and classification survey. In all other respects such a plan and its administration must be in accordance with the provisions of the Welfare and Personnel Standards of the Manual of Policies and Procedures.

Secs. 108-10, 108-50 and 108-55, were revised to bring them into conformity with Sec. 107-00 which was previously revised to eliminate the request that certain age evidence be at least two years old.

Sec. 113-55 was revised to conform to naturalization laws relative to Chinese.

Sec. 172-15 as revised prohibits investigation of responsible relatives living outside the state except when there is reason to believe they are contributing and in such case specifies that the relative shall not be requested to complete the responsible relative form or otherwise make a sworn statement.

Sec. 158-07 has been revised in line with the California Supreme Court Decision concerning the requirement of county supplementation in ANC cases.

The following bulletins having to do with the Enemy Alien Program are obsolete - No. 245, 246, 266, 266A, 266B, 267, 273, 273A, 276, 280, 281, 282 and 292.

071-05 PAY SCHEDULES
WPS

071-05

CLASSIFICATION	SCHEDULE OF STEPS									
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
County Welfare Director V	295	320	350	380	410	450	490	530	580	630
County Welfare Director IV	255	280	305	335	365	395	425	465	505	555
County Welfare Director III	220	240	260	285	310	340	370	400	440	480
County Welfare Director II	185	200	220	240	260	285	310	340	370	400
County Welfare Director I	145	155	170	185	200	220	240	260	285	310
Assistant County Welfare Director	255	280	305	335	365	395	425	465	505	555
Public Assistance Supervisor, Grade II	220	240	260	285	310	340	370	400	440	480
Public Assistance Supervisor, Grade I	185	200	220	240	260	285	310	340	370	400
Child Welfare Services Worker	160	175	190	205	225	245	265	290	315	345
Public Assistance Worker, Grade II	145	155	170	185	200	220	240	260	285	310
Public Assistance Worker, Grade I	130	140	150	165	180	195	210	230	250	275
County Child Welfare Supervisor	220	240	260	285	310	340	370	400	440	480
Chief Bookkeeper Clerk	185	200	220	240	260	285	310	340	370	400
Chief Clerk	185	200	220	240	260	285	310	340	370	400
Senior Bookkeeper Clerk	140	150	165	180	195	210	230	250	275	300
Senior Stenographer Clerk	140	150	165	180	195	210	230	250	275	300
Senior Typist Clerk	130	140	150	165	180	195	210	230	250	275
Senior Clerk	130	140	150	165	180	195	210	230	250	275
Receptionist	120	130	140	150	165	180	195	210	230	250
Junior Bookkeeper Clerk	110	120	130	140	150	165	180	195	210	230
Junior Stenographer Clerk	110	120	130	140	150	165	180	195	210	230
Junior Typist Clerk	110	120	130	140	150	165	180	195	210	230
Junior Clerk	110	120	130	140	150	165	180	195	210	230

The above master schedule shall be effective the same date the county budget and/or salary ordinance becomes effective for the fiscal year 1947-48. For modification procedure see Sec. 071-10, Adoption of Compensation Plan (W&IC 119.5, 119.6)

070-75 CLASS SPECIFICATIONS
WPS

070-75

For each class specification established by the SSWB, the SDSW shall maintain official class specifications as approved by the SSWB.

1. Official class title.
2. Definition of the class, indicating, in terms of duties responsibilities, and/or place in the organization, positions to be included in and excluded from the class.
3. Statement of typical tasks to be performed by those holding positions allocated to the class.
4. Statement of minimum qualifications for determining fitness and qualifications of employees for each class of position and for temporary appointments and for applicants for examinations, which may include education, experience, knowledge, skills, ability and personal and physical traits and characteristics.
5. Additional qualifications considered so desirable that any person considered for employment who possesses them may be given additional credit in evaluation of his qualifications, even though such additional qualifications are not a prerequisite to consideration for employment.
6. The adopted schedule of pay for the class. (W&IC 119.5, 119.6; FSS-ADMIN.)

071-00 ESTABLISHMENT OF COMPENSATION PLAN
WPS

071-00

The SSWB shall adopt a comprehensive compensation plan for all classes of positions. The plan shall include salary schedules for the various classes with salary of each class consistent with responsibility and difficulty of work as outlined in job specifications and shall be based on the principle that like salaries shall be paid for comparable duties and responsibilities in like counties. With the restriction of Sec. 071-20, Salary Advancements, such compensation plan shall include for each class of position, a minimum and a maximum rate, and three intermediate rates to provide for steps in salary advancement without change of duty in recognition of meritorious service. In arriving at such salary ranges there shall be taken into consideration the advice and suggestions of appointing authorities and county officials, county ordinances or other laws, and prevailing rates of pay in other public employment and in private business, and the current cost of living. (W&IC 119.5, 119.6; FSS-ADMIN.)

071-15 (Continued)

071-15

When circumstances warrant, upon the written request and justification by the appointing authority and with the prior written approval of the SDSW, in cases of transfers, promotions, or reinstatements upon recommendation of appointing authority, the SDSW may approve payment of a salary at more than one step above the minimum rate for the class, provided that it is at one of the intermediate rates or at the maximum rate, but not in excess of the maximum rate for the class.

Original appointments may be made at the third step of the approved salary range of the class providing that prior to appointment the appointing authority submits adequate justification in writing to SDSW based on the prevailing rate of pay for that type of work in the county, or on specific evidence that the third step of the approved salary range must be offered in order to recruit and retain qualified employees. In such cases, the conditions specified in this section, sub-paragraphs (1) and (2), shall apply. Original appointments may also be made at the third step of the approved salary range for the class, provided the appointing authority submits prior adequate justification in writing to the SDSW based on the exceptional qualifications of the employee as shown through the following: Meritorious service in a comparable or higher class of position in a social work agency having personnel standards with respect to selection and tenure comparable to those of the California County Merit System.

If an employee is promoted to a higher classification by means of certification or non-competitive promotion, he is entitled to receive the minimum rate of pay of the higher classification or the rate of pay identical to that which he received prior to his promotion, providing such rate of pay is equal to or higher than the minimum rate of the higher classification, or he may be advanced to the next higher step in the salary range of the higher classification.

If the salary range of a given classification is changed, the employees in this classification shall receive the rate of pay within the new salary range identical to that which they were receiving prior to such change in the salary range, or in the event the rate of pay received prior to the change in the salary range does not fall on a specific step of the new salary range, they may be advanced to the next higher step or reduced to the next lower step in the new pay range. In no instance shall an upward or downward adjustment in salary rate exceed the equivalent of a two-step increment between the salary rate previously received and the salary rate to be received under the new range, including the granting of an annual salary increase.

Specific amounts of bonus or percentage increases to compensate for increased cost of living shall not be added to the approved salary ranges. If a bonus or percentage salary increase plan is in effect in a county, or if said amount is changed with respect to all county employees, the county welfare department may adjust its salary rates within the compensation plan to a rate which most nearly includes the bonus or percentage increase granted to other county employees.

(Section Continued on Next Page)

071-10 ADOPTION OF COMPENSATION PLAN

071-10

WPS

Each county must adopt a five consecutive step compensation plan from among the schedule of ten pay steps shown in Sec. 071-05, Pay Schedules. The same corresponding five salary steps must be used for each classification used in the county welfare department. Official notification of the steps selected must be forwarded to the SDSW, showing the date of adoption and the effective date of the plan.

In order to meet operating needs the board of supervisors may increase or decrease the pay schedules adopted by the county provided that five new consecutive steps are selected from the schedule of steps outlined in Sec. 071-05. Such changes must be reported to the SDSW, showing the date of adoption by the board of supervisors and the effective date of the new pay schedules. Any salary adjustments necessitated as a result of new pay schedules must be in accordance with Sec. 071-15, Administration of Compensation Plan.

In lieu of the pay schedules outlined in Sec. 071-05, any board of supervisors may submit to the SSWB for approval for use in the county welfare department, pay ranges in a county-wide compensation plan based upon a factual and competent salary and classification survey. In all other respects, such a plan and its administration must be in accordance with the above provisions. (W&IC 119.5, 119.6)

071-15 ADMINISTRATION OF COMPENSATION PLAN

071-15

WPS

The compensation plan shall constitute the official schedule of all salaries for all classes of positions in the county agencies. All salaries shall conform to the approved compensation plan and shall be at one of the salary levels for the class. Entrance salary for any employee shall be at minimum salary for the class to which he is appointed except that appointments may be made at one step higher than the minimum salary of the compensation plan as adopted and in effect for that county agency to which employee is appointed, provided the following conditions apply:

1. No original appointment shall be made at a salary higher than the minimum of that class unless all persons standing higher on the eligible list who have been offered the appointment, are first offered the higher rate.
2. When an original appointment is made at a salary higher than the minimum of that class, all employees in the same class in that county agency shall be at the same or at a higher rate in the salary range at which the original appointment is made, unless the original appointment at a salary higher than the minimum for that class has been justified in accordance with this section.

(Section Continued on Next Page)

071-50 CHARACTER OF EXAMINATIONS
WPS

071-50

Examinations may be written, or written and oral, or in the form of a practical demonstration of skill and ability or any combination of these. Any investigation of education, experience, character, or identity, and any test of technical knowledge, manual skill, or physical and mental fitness which, in the judgment of the examining agency, serve to this end, may be employed.

Examinations shall be practical in nature, and shall be constructed to reveal the capacity of the applicant for the particular position for which he is competing as well as his general background and related knowledge. Examinations shall be rated objectively. In the construction of examinations for positions involving important technical functions, the examining agency shall consult with the SDSW and specialists in the various subject matter fields, such specialists selected with the advice of the SDSW. (W&IC 119.5, 119.6; FSS-ADMIN.)

071-55 TYPES OF EXAMINATIONS
WPS

071-55

Examinations shall be of two types: (a) qualifying and (b) competitive, consisting of open competitive and promotional.

Qualifying examinations shall be open to the personnel of county agencies who have been continuously employed since a date prior to January 1, 1940. Each such person shall take the examination for the class to which his position is allocated by the SSWB and must attain the required standard of proficiency in order to retain his present position. Such employees will not be obliged to meet the entrance requirements established for their positions as described in Sec. 074-10, Employees Appointed Prior to Date of Adoption of These Rules.

Open competitive examinations shall be open to all persons who meet the entrance requirements established for the examinations. (W&IC 119.5, 119.6; FSS-ADMIN.)

071-15 (Continued)

071-15

An employee who is demoted shall have his salary reduced to at least the maximum rate for his new class; provided that if his salary, before demotion, is within the range of the new class, then his salary may remain at the same rate or the next lower step of the new class. In the event that the pay range for the lower class is at different rates, then the new salary for the lower class shall be at the rate next lower than the salary before demotion.

An employee who is transferred to a position in a class with same entrance salary shall be paid at his present rate, or at next higher rate in case there is not exact conformity between the two intervening rates in salary ranges of the classes.

If a former employee is reinstated in same position previously held or to one carrying a similar salary range, his salary shall not be higher than his salary at the time of his separation, unless there has been an increase within the salary range.

An employee who, on the effective date of the compensation plan, is occupying a position for which the salary is in excess of the maximum of the salary range adopted by the county appointing authority and approved by the SSWB, may be permitted to retain the salary in excess of the maximum during the period of his employment. However, when this position is vacated, it shall be filled at a salary in accordance with the provisions of this section. (W&IC 119.5, 119.6; FSS-ADMIN.)

071-20 SALARY ADVANCEMENTS WPS

071-20

Salary advancements shall not be automatic but shall be dependent upon the specific recommendation of the appointing authority and shall be based upon standards of performance as indicated by seniority and service ratings or other pertinent data. Such advancements shall ordinarily be given at one-step-intervals once a year with the following exception:

Salary advancements given more frequently than once a year or at more than one-step-intervals shall be permitted only upon the written request and justification by the appointing authority and with the prior written approval of the SDSW but in no case shall such advancements be given at intervals of less than three months except in cases of extraordinary emergency.

All salary advancements shall remain within the salary range for the class and shall be at one of the salary levels for the class.

Regular annual or semi-annual periods following the filing of service ratings of employees shall be established for review of all employee records for the purpose of salary advancements. (W&IC 119.5, 119.6; FSS-ADMIN.)

108-15 REGISTRATION OF VOTER AS AGE EVIDENCE

108-15

OAS

Voters' registration records must have been made at least five years prior to the date of application, as specified in the OAS law. A statement of age as shown by the record of registration of voters in any political subdivision is acceptable. The county registrar of voters is the most used source of this information. Prior to 1912, age was given on all voters' registrations in California.

If the registration does not show the date of birth, it may be assumed that the applicant had reached the age of 21 on the day he registered, unless there is evidence, as in some pioneer communities, that persons were allowed to vote before they were 21.

Since 1867, the State Library, Sacramento, has kept a fairly complete file of printed indexes to voters' registrations throughout the State. The 1864 and 1894 San Francisco registrations are missing. The printed indexes to the Great Registers of voters in the State Library may be used to secure age information about men born in San Francisco before the fire of 1906. They may also be used where documents which would usually be available were destroyed in that fire. The index in the Library should only be used, as a rule, for San Francisco County registrants. In other counties the indexes with a few exceptions, are filed with the local county recorders. When the records are not available in the local county office, the county may consult the State Library.

To establish proof of age by means of the printed index to the Great Registers, the applicant must be a man who was a registered voter prior to 1911. (These records show the age of the man, not the date of his birth.) As this is a time-consuming search, it should be requested only as a last resort. After the adoption of women's suffrage in 1912, a registrant was not required to give his or her age.

108-20 POLL TAX RECEIPT AS AGE EVIDENCE

108-20

OAS

Poll tax receipts may show the age as given when the receipts were issued. The minimum age for such issuance was 21. (W&IC 2140)

108-07 RECORDS OF AGE FROM FOREIGN COUNTRIES
OAS

108-07

Nearly all European countries have long established population records. World conditions may make it impossible to procure this information at times. Local postal authorities should be consulted to ascertain if mail is being accepted for delivery to the country in question. Sweden has an unbroken series of vital statistics extending back to the year 1750. The many other European countries which have adopted in whole or part the Code Civil of Napoleon (France, Belgium, Holland, Switzerland, Spain, Italy, Roumania) also possess vital statistics extending back beyond the average lifetime. Provisions of this code require a declaration of birth or death and provide severe penalties for non-declaration. In these countries, a person whose birth has not been legally recorded has no legal existence and can not enjoy any civil rights. Other countries where universal military service has been long established also possess unbroken vital statistics, particularly for the male population. A continental European custom of long standing has required citizens to carry with them at all times identification papers upon which age is recorded. Former immigrants from continental Europe may have in their possession papers of such character.

Those Spanish-American countries which have taken the Spanish Code as the model for their legal systems also possess fairly complete vital statistics records.

In England, the old parish records date back for several centuries; the present modern system of vital statistics registration has come into existence within the last century. (W&IC 2140)

108-10 PASSPORT RECORDS AS AGE EVIDENCE
OAS

108-10

A passport issued prior to the date of application and showing the applicant's age at that time is acceptable proof of age. (W&IC 2140)

108-35 FAMILY GENEALOGICAL RECORDS AS AGE EVIDENCE
OAS, ANB, APSB**108-35**

An entry in a genealogical record or memorandum of a family is acceptable evidence of age when the entry appears to be of long standing and is unchanged by erasure or correction. In evaluating the authenticity of such records, the physical condition of the record, the type of script and the condition of the ink, i.e., dim or faded, should be noted.

Should there be other evidence which refutes the age as established by an entry in a genealogical record or memorandum of a family, all evidence must be evaluated and a conclusion reached as to that evidence which carries superior weight.

When the genealogical record is in the possession of someone other than the applicant and can not be reviewed by the county, the person having the record may make an affidavit citing the genealogical record as the basis for his knowledge of the age of the applicant. The evidence is then regarded as a personal affidavit. (See SEC. 109-30, AFFIDAVIT OF INDIVIDUAL AS AGE EVIDENCE.) (W&IC 2140, 3075, 3460)

108-40 INSURANCE POLICIES AS AGE EVIDENCE
OAS, ANB, APSB, ANC**108-40**

Most insurance policies show age upon the date of issuance of the policy, or state the age which will be reached upon next birthday. Due to the care exercised in taking applications for insurance policies and the penalties attached to a misstatement, the age appearing in a policy is usually correct. There is the possibility, however, that age may have been understated rather than overstated, due to the desire of the insured to benefit by a lower premium rate. (W&IC 1560, 2140, 3075, 3460)

108-45 BANK RECORDS AS AGE EVIDENCE
OAS, ANB, APSB**108-45**

Some banks obtain the birth date or age, with other identifying information, when accounts are opened. When such records exist, an official statement signed by an official of the bank giving the name of the applicant, the date the account was opened, and the age as given at that time constitutes acceptable age proof. (W&IC 2140, 3075, 3460)

108-50 SOCIAL AGENCY RECORDS AS AGE EVIDENCE
OAS, ANB, APSB**108-50**

The records of a private social service agency, of a county welfare department or other relief agency such as SRA, NYA, WPA and CCC made before the application for aid, and which show the birth date or age as given at that time may establish age for an OAS applicant or for an ANB applicant under 21 years of age. (W&IC 2140, 3075, 3460)

108-25 COURT RECORDS AS AGE EVIDENCE
OAS, ANB, APSB, ANC**108-25**

The official record of a court, giving the date of the action and the age of the person for whom aid is requested as shown in the recorded proceedings may be used as proof of age. Information regarding age may appear in court records concerning wills, deeds, divorces, adoptions, commitment, guardianship, trial for a criminal offense, a dependency action regarding a child of the applicant in Juvenile Court, etc. In ANC, if no other birth evidence is available for an adopted child, the birth date may be taken from the adoption record or court record. The finding of a court of competent jurisdiction is conclusive evidence until reversed by a higher court. (W&IC 1560, 2140, 3075, 3460)

108-30 FAMILY BIBLE RECORD AS AGE EVIDENCE
OAS, ANB, APSB**108-30**

An entry of the applicant's birth date in a family Bible is acceptable evidence of age when the entry appears to be of long standing and is unchanged by erasure or correction. In evaluating the authenticity of such records, the age of the Bible, the type of script, and the condition of the ink, i.e., dim or faded, should be noted. If the page on which the entry was made has been detached from the Bible, inquiry should be made as to the circumstances of and reason for the detachment.

Should there be other evidence which refutes the age as established by an entry in the family Bible, all evidence must be evaluated and a conclusion reached as to that evidence which carries superior weight.

The family Bible which is offered as proof of age is not always locally available. When it is in the possession of someone other than the applicant, and can not be reviewed by the county, the person in whose possession it is may make an affidavit as to the age of the applicant, citing the Bible record as the basis of knowledge of age. The evidence is then evaluated as a personal affidavit. (SEE SEC. 109-30, AFFIDAVIT OF INDIVIDUAL AS AGE EVIDENCE.) (W&IC 2140, 2162, 3075, 3460)

108-70 CIVIL SERVICE RECORDS AS AGE EVIDENCE
OAS**108-70**

If the applicant has been employed under Civil Service, Federal, State, County, or municipal, there should be a record of his age at the time of examination or employment. (W&IC 2:40)

108-75 EMPLOYMENT RECORDS AS AGE EVIDENCE
OAS**108-75**

Employment records may be used as proof of age. The difficulty most frequently found in their use arises from the tendency of middle-aged people to give their age as somewhat less than their true age in order to secure employment. (W&IC 2:40)

108-80 SEAMEN'S PAPERS AS AGE EVIDENCE
OAS**108-80**

Identification cards are issued by the United States Customs Service, Treasury Department, to seamen. These cards contain the age, as well as other identifying data. Copies of this identifying information, including age, are kept in the files of the Customs Service. The files covering issuance of identification cards to seamen which were issued during the period of the World War, have been turned over to the United States Immigration Service, and are on file in their local offices. The date the record was made and the age at that time must be secured. (W&IC 2:40)

108-85 OCCUPATIONAL LICENSES AS AGE EVIDENCE
OAS**108-85**

In some occupations a license is required for performance of the work; e.g., chauffeurs, barbers, cosmetologists, contractors, etc. The age as given at the time the license was issued may be used as proof of age. As in the case of employment records, difficulty sometimes arises because middle-aged persons give their age as less than their true age in order to receive more favorable consideration for employment. (W&IC 2:40)

108-55 PRIVATE INSTITUTION RECORDS AS AGE EVIDENCE
OAS, ANB, APSB

108-55

A letter from an official of a private hospital, orphan asylum, or some other type of health or social institution, giving the data the person was in the institution and his age at that time, is acceptable if it is on an official letterhead or in the form of an affidavit. (W&IC 2:40, 3075, 3460)

108-60 PUBLIC INSTITUTION RECORDS AS AGE EVIDENCE
OAS, ANB, APSB

108-60

Records of a public institution where the applicant has been confined at some previous time usually show age and date of admission. Such institutions include prisons, Federal, State or county; hospitals, Federal, State or county; public orphanages or detention homes; or a bureau of criminal identification.

Accuracy varies with the circumstances and care with which the institution prepares its records.

The age of a young child in an orphanage would in all probability be accurately recorded, at least within the limit of one year. Prison records are likely to be as accurate as any evidence in which the age is incidental to the purpose of the record.

The California Department of Institutions keeps age records of all patients coming under its care in mental hospitals. It reports that these records are as accurate as it is possible to make them; the age statements are verified by other records and relatives' statements. (W&IC 2:40, 3075, 3460)

108-65 LODGE, FRATERNAL OR TRADE UNION ORGANIZATION RECORDS
AS AGE EVIDENCE
OAS

108-65

A letter signed by an officer of a fraternal order on a letterhead of the organization, stating the date on which the applicant joined the organization and his age as shown in their records for that date, is adequate proof of age. This would apply also in case of membership in a trade union. (W&IC 2:40)

109-05 NEWS PAPER RECORDS AS AGE EVIDENCE
OAS

109-05

Old newspapers may contain information which establishes the age of an applicant. For instance, in a case where official documentary proof could not be found, there might be a newspaper item regarding a birth or marriage of the applicant, or of the death of a relative, giving the names and ages of the survivors, or some other facts relating to the applicant.

In some cases, early newspapers contain notices of births or marriages which establish age. Although the State Library has no file of either age or marriage records they can sometimes secure the information from these early newspaper files. This is a very time-consuming search and should only be requested as a last resort.

A newspaper clipping may be accepted as age evidence when the birth date or age of the applicant is mentioned and provided the date the item was published or the news event occurred is included in the content. (W&IC 2140)

109-15 PHYSICIAN'S RECORDS AS AGE EVIDENCE
OAS, ANB, APSB, ANC

109-15

Physicians usually keep a record of the age of a patient and the date on which the age was recorded. The sworn statement of a physician or midwife to the effect that he attended the birth and that it occurred on a certain date may be used. However, a physician's statement of age based upon the applicant's personal appearance is not acceptable. (W&IC 1560, 2140, 3075, 3460)

109-20 BIRTH CERTIFICATE OF APPLICANT'S CHILD AS AGE EVIDENCE
OAS

109-20

The age of an applicant may be established by the statement of his own age on the birth certificate of his child. The age of the applicant can sometimes be established by verification of the ages of children who are sufficiently old to indicate that the applicant has passed the minimum age limit. The fact that the applicant is the parent of the child whose age has been established must be verified in such cases. (W&IC 2140, 2162)

109-25 INDIAN AGENCY RECORDS AS AGE EVIDENCE
OAS, ANB, APSB, ANC

109-25

An act of Congress on May 18, 1928, provided for the enrollment of all Indians. The Indian's age was determined by attorneys who required the Indian's sworn statement of his age supported by affidavits of two persons, generally white citizens who had known the Indian for a long time. The Indians enrolled themselves or were enrolled by their parents or children. The tendency was to show Indians as younger

(Section Continued on Next Page)

108-90 FISHING AND HUNTING LICENSES AS AGE EVIDENCE
OAS

108-90

In California, hunting licenses have been required since 1907, and fishing licenses since 1914. The application for either type of licenses shows age on the date of application. The Division of Fish and Game does not verify the statement of age of each applicant for a license. (W&IC 2140)

108-95 AUTOMOBILE OPERATOR'S LICENSE AS AGE EVIDENCE
OAS

108-95

A Motor Vehicle Operator's License issued in California, or another state, which shows the date the license was issued and the age as given at that time, may be used as evidence. The actual license for persons currently licensed to operate motor vehicles should be seen by the worker. In other cases, an official letter from the proper authority giving the date on which a license was issued and the age as given thereon is satisfactory.

Some motor vehicle operators have requested the California Department of Motor Vehicles to correct the age record on file for them. Such a change is made only upon receipt of the operator's signed affidavit that the requested change is correct. The operator is provided with a photostatic copy of his original license, on which is shown both the original and the corrected age information. The notation "corrected" appears in the upper left hand corner.

A corrected operator's license should be evaluated as any other piece of evidence which shows erasure or change. (W&IC 2140)

109-00 HISTORY OF LOCALITY AS AGE EVIDENCE
OAS

109-00

A published or written history of a state, county or town which mentions the applicant in such a way as to establish his birth date or age may serve as evidence of age. (W&IC 2140)

113-05 ACQUISITION OF CITIZENSHIP BY NATIVE BIRTH IN U.S.**113-05**

All persons born in the U.S. and subject to its jurisdiction are citizens of the U.S. This is true even though the parents of such persons may be ineligible for citizenship.

The Fourteenth Amendment to the Constitution, adopted in 1863, granted citizenship to all former negro slaves born in the U.S., but did not bestow citizenship upon former slaves who were born elsewhere.

American-born Indians have been citizens since June 2, 1924. Both ward and non-ward Indians are citizens. The fact that they live on a reservation does not affect their citizenship.

A child born at sea of parents who are citizens is a citizen. A child born to alien parents on any merchant ship (American or foreign) in the territorial waters of the U.S. acquires citizenship by birth. (SEE SEC. 113-20, CITIZENSHIP NOT ACQUIRED BY NATIVE BIRTH.) A child born at sea of alien parents on any merchant ship (American or foreign) takes the citizenship of the father, as a rule.

A person born in an outlying possession of the U.S. of parents, one of whom is a citizen of the U.S. who resided in the U.S. or one of its outlying possessions prior to the birth of the child, is a citizen.

A child of unknown parentage found in the U.S. is a citizen until shown not to have been born in the U.S. (U.S. IMM. & NAT. SERV.)

113-20 CITIZENSHIP NOT ACQUIRED BY NATIVE BIRTH IN U.S.**113-20**

Persons born within the U.S. who are the children of foreign sovereigns or diplomatic officers and children born of enemies in hostile occupation are not subject to the jurisdiction of the U.S. They do not acquire citizenship by birth in this country.

Children of consular officials who are born in the U.S. are citizens, as consuls are held to be commercial rather than diplomatic officers.

A child born of alien parents on a foreign public ship within the territorial waters of the U.S. does not acquire citizenship by birth. (U.S. IMM. & NAT. SERV.)

112-00 CITIZENSHIP. OAS LAW.
OAS

112-00

The OAS Law provides that to be eligible for aid, the applicant must be a citizen of the United States. The citizenship of all applicants must be established before aid is granted. (W&IC 2160)

112-05 CITIZENSHIP, ANB, APSB AND ANC LAWS
ANB, APSB, ANC

112-05

Citizenship is not a requirement for eligibility in ANB, APSB and ANC.

112-15 DEFINITION OF CITIZENSHIP

112-15

All persons born or naturalized in the United States and subject to the jurisdiction thereof, are citizens of the United States and of the state wherein they reside. (SEE SEC. 113-20, CITIZENSHIP NOT ACQUIRED BY NATIVE BIRTH IN U.S.) (U.S. IMM. & NAT. SERV.)

113-00 MEANS OF GAINING CITIZENSHIP

113-00

Citizenship is acquired by birth or by naturalization of the person. It may be acquired by a minor through naturalization of the parents. Prior to September 22, 1922, foreign-born women acquired citizenship through marriage to a citizen or through naturalization of the husband. Citizenship has also been acquired through collective naturalization, as in the case of admission to statehood of a Sovereign State or Territory.

The discussion of the methods of acquisition of citizenship is arranged as follows:

1. Native birth
2. Naturalization
 - (a) Individual
 - (b) Collective
3. Derivative citizenship
 - (a) Women (marriage)
 - (b) Children (parents' naturalization)

Numerous sub-topics are treated in detail under each major heading.
(U.S. IMM. & NAT. SERV.)

113-60 RESIDENCE LIMITATIONS ON NATURALIZATION

113-60

An applicant for citizenship must have resided continuously within the U.S. for at least five years before he can receive his certificate of naturalization. Certificates of naturalization were sometimes issued many years ago to persons who had not been in this country for that period. The government does not seek to have such action canceled without some special reason. Therefore, if a person has been granted a certificate of naturalization, his citizenship should not be questioned.

Five years' residence is not required in certain exceptional cases. These include (1) Certain persons in military and naval services of the U.S., notably Filipinos, who served in the U.S. Navy, Marine Corps, Naval Auxiliary Service or Philippine Constabulary; (2) Any alien or Puerto Rican who served in the U.S. Army, Navy, Marine Corps, Coast Guard, vessel of U.S. Government or public or private merchant or fishing vessel (not a foreign vessel); (3) Aliens and Indians who served in the military and naval forces of the U.S. during the World War; (4) Certain persons who lost U.S. citizenship by naturalization in a foreign country; (5) An alien married to an American citizen after September 22, 1922, and before May 24, 1934; (6) An American woman who has lost citizenship by marriage to an alien.

An alien married after May 24, 1934, and before January 13, 1941, to a citizen of the U.S. or an alien whose husband or wife is naturalized after that date, may be naturalized after three instead of five years' residence. On and after January 13, 1941, the person shall have resided continuously in the U.S. for two years immediately prior to the filing of the petition. (U.S. IMM. & NAT. SERV.)

113-65 LITERACY LIMITATIONS ON NATURALIZATION

113-65

Since September 27, 1906, a person may not be granted a certificate of naturalization unless he can speak the English language. This does not apply to aliens physically unable to comply, to aliens who had declared their intention to become citizens prior to June 29, 1906, and to aliens who file their declaration of intention and apply for homestead papers.

Prior to September 27, 1906, many aliens were admitted to citizenship who could not speak the English language. The fact that an applicant for Old Age Security is unable to speak or under-

(Section Continued on Next Page)

113-25 ACQUISITION OF CITIZENSHIP BY BIRTH OUTSIDE U.S.

113-25

Persons born out of the limits and jurisdiction of the U.S. prior to May 24, 1934, whose fathers were, at the time of the children's birth, citizens of the U.S., are citizens of the U.S., provided the fathers had resided in the U.S. prior to the birth of the children.

Children who were born abroad of American parents and who continue to reside outside the U.S., retain the protection of the government by registering at an American Consulate, on reaching the age of eighteen years, their intention to become residents and remain citizens of the U.S. Failure to comply with this act of 1907 does not deprive an American citizen of his citizenship as it relates to the maintenance of the right to protection, rather than to the maintenance of American citizenship itself. (U.S. IMM. & NAT. SERV.)

113-50 DEFINITION OF NATURALIZATION

113-50

Naturalization is the admission of a foreign subject or citizen into the political body of a nation and the bestowal upon him of the quality of a citizen.

Naturalization may be either individual or collective. It is individual as a result of formal application and grant, or, in some cases, as a consequence of marriage, the naturalization of a parent or special legislative action.

In certain cases, citizenship has been bestowed upon a group of individuals by act of Congress. Collective naturalization may occur as a result of annexation, admission to statehood, territorial cession by treaty and statutory enactment. (U.S. IMM. & NAT. SERV.)

113-55 RACIAL LIMITATIONS ON NATURALIZATION

113-55

Naturalization is limited to free white persons, persons of African nativity or African descent, descendants of races indigenous to the Western Hemisphere, and persons of Chinese descent. According to judicial interpretations, the following have been declared not to be free white persons: Japanese, Hindus, Afghans, Filipinos, Burmese and Koreans.

A small number of Japanese, Hindus, Filipinos and others racially ineligible, were naturalized under war-time legislation by the Act of June 24, 1935. (U.S. IMM. & NAT. SERV.)

158-07 INDIVIDUALS TO WHOM MANDATORY STANDARDS OF CARE ARE APPLICABLE
ANC

158-07

Aid shall be granted in accordance with the ANC standard of adequacy with respect to children eligible to ANC and their caretaker except that where the standard cannot be met without county supplementation, such supplemental aid is granted as the county in its discretion may determine.

When the county includes in the determination of the amount of the grant the needs of the parent (other than the caretaker), ineligible minors, or the stepparent in accordance with the ANC standard, ANC may be granted as thus determined and the state will participate to the extent as provided in Section 1511 of the W&IC.

When the needs of other individuals in the household are not determined in accordance with the ANC standard, the county shall grant aid for them in accordance with general relief standards if they are otherwise eligible for general relief. (W&IC 1511, 1560, 2500; 180 PAC. (2ND))

158-05 (Continued)

158-05

- c. Attendance at school during legal school age for every child who is capable of benefiting by formal education; vocational training, or an opportunity to obtain a higher education, when indicated.
 - d. Normal recreational activities and participation in community life.
 - e. Proper supervision in the absence of the mother or caretaker.
2. Provision for adequate health care. This includes physical examinations, preventive measures, correction of defects, hospital and out-patient service, periodic examinations of contacts with tuberculosis and other infectious diseases.
 3. For the child receiving foster care, a boarding home or institution meeting approved standards.
 4. Case work service which insures to each family and child the highest possible morale and security and the best adjustment to family and community life, and which will obtain for them the maximum benefit from community resources for their health, education, recreation, and general welfare. (W&IC 1511, 1560)

172-10 INVESTIGATION OF RESPONSIBLE RELATIVES WITHIN STATE
ANC

172-10

The county shall determine the ability of the parent or parents of a child for whom application is being made, to assist the child. The financial situation of the parent or parents shall be verified.

When it is impossible to verify the parents' financial situation, the records must show the efforts of the county to obtain this information.

Allowances for parents, brothers, sisters and grandchildren of servicemen are entirely voluntary and may be terminated at any time by the serviceman. (SEE SECS. 460-10, DEPENDENTS ELIGIBLE UNDER SERVICEMEN'S DEPENDENTS ALLOWANCE ACT, AND 460-50, TERMINATION OF ALLOWANCES.) Applicants and recipients shall not be required to request such allotments as a condition to the granting of aid. (W&IC 1560; CC 206)

172-15 DETERMINATION REGARDING CONTRIBUTIONS FROM OUT-OF-STATE
RESPONSIBLE RELATIVES
OAS, ANB, APSB, ANC

172-15

The county shall not contact responsible relatives, including members of the armed forces, who are living outside the state unless there is reason to believe that they are contributing. Inquiries shall be to determine the contribution, if any, or the amount of contribution which will be made. The inquiry shall be by direct correspondence with the relative unless the recipient has acceptable verification of the amount of the contribution received. Neither a sworn statement nor the usual responsible relatives' statement (Form Ag, Bl 225) shall be requested of a relative living outside this state.

See Secs. 152-50, Contributions from Legally Responsible Relatives as Income, and 152-60, Offer of Support as Income. (W&IC 1560, 2140, 3075, 3460; CC 206)

172-05 (Continued)

172-05

The securing of a signed responsible relatives' statement (Form B1 225) although not mandatory, is an acceptable method of determining the pecuniary ability of a responsible relative to assist the applicant or recipient.

The granting of, or continued receipt of, aid shall not be contingent upon the filing of signed statements by responsible relatives or upon recovery of aid. Aid shall be granted to properly qualified persons regardless of whether they have relatives of proper degree of kinship who are able, though not willing, to support or to contribute to the support of the person.

Aid shall not be denied if the responsible relative fails to return his signed statement unless the investigation indicates:

1. That the applicant or recipient is in receipt of contributions from responsible relatives in cash or in kind;
2. That these meet the extent of his verified needs; and
3. The responsible relatives are able and willing to continue such support.

When the initial inquiry and a thirty day follow-up request for a signed statement from a responsible relative brings no reply, or where it has been impossible to communicate with a responsible relative by any method within a reasonable time and other investigation is completed, action shall be taken on the application.

If the person receiving aid has within the State a spouse, parent, or adult child pecuniarily able to support such person but who is not supporting or contributing to the extent of his ability as determined by either of the above two methods, the county may request the district attorney or other civil legal officer of the county granting aid to proceed against such kindred in the order of their responsibility to support. Upon such demand, the district attorney or other legal officer may on behalf of the county maintain an action in the Superior Court of the county granting aid against the relative.

See Secs. 152-50, Contributions from Legally Responsible Relatives as Income; 152-60, Offer of Support as Income; 234-00, Statement of Responsible Relatives of Applicant; and 351-30, Reinvestigation of Relatives. (W&IC 3075, 3088, 3460 3474)

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616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
July 28, 1947

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BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

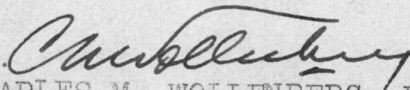
My dear Mr. Jordan:

Attached are three copies of the following regulations
made by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 306 (OAS) (Emergency
Regulation)

These regulations are filed in accordance with Section
11381 of the Government Code, Chapter 1334, Statutes of
1945.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF.

1947 JUL 29 AM 9 07

206:b5
Attachments

FRANK M. JORDAN
SECRETARY OF STATE

Certified as a Regulation or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

W. H. H. H. H.
(Signature)

Director
(Title)

7/28/47
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
July 11, 1947

*Statutes of 1947,
Chap 1255*

FILED

In the office of the Secretary of State
of the State of California

JUL 30 1947

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 306 (OAS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Old Age Security
Amendment Operative August 1, 1947

Section 2020 of the Welfare and Institutions Code has been amended by Chapter 1255, Statutes of 1947. This amendment was declared to be an emergency measure and becomes operative August 1, 1947.

Amended Section 2020 provides:

"The amount of aid to which any applicant shall be entitled shall be, when added to the income (including the value of currently used resources, but excepting casual income and inconsequential resources) of the applicant from all other sources, sixty dollars (\$60) per month. If, however, in any case it is found the actual need of an applicant exceeds sixty dollars (\$60) per month, such applicant shall be entitled to receive aid in an amount, not to exceed sixty dollars (\$60) per month, which when added to his income (including the value of currently used resources, but excepting casual income and inconsequential resources) from all other sources, shall equal his actual need."

The increase in the statutory maximum from \$55 to \$60 will require adjustment in the grants of Old Age Security recipients effective August 1, 1947. Those recipients who are presently receiving \$55 because they have no income, and those whose grants are determined by subtracting their income from \$55 will receive a \$5 increase in grant. For exception see Section V, "Recipients Receiving Income from Agricultural Employment or Nursing Service". Some whose grant is determined on the budget basis will be entitled to a \$5 increase whereas others will be entitled to an increase in a lesser amount. If the revised budget schedule announced in Department Bulletin 302 is made effective on August 1, 1947, the increase due on budget cases will still vary as to amount. Therefore the proper increase on budget cases can be determined only from review of the individual case.

In order that one warrant may be issued in August to cover the correct amount payable for that month, and so that warrants may be delivered without delay, counties may secure action by the Board of Supervisors in July on increases to be effective August 1, 1947.

Since the amount of the increase to be made cannot be ascertained from the payroll it is recommended that cases for all recipients who received OAS in July 1943 and who are now receiving income from agricultural labor or nursing service be segregated (See Section V) and that the balance of the caseload be considered according to Sections I, II, III, and IV which follow.

I. RECIPIENTS CURRENTLY RECEIVING A GRANT OF \$55 BECAUSE THEY HAVE NO INCOME FROM ANY SOURCE (OTHER THAN CASUAL INCOME)

Aid for each recipient must be increased to \$60.

Reports of increases of \$5 for recipients falling in this group may be submitted to the State Department of Social Welfare in list form, or by use of the Notice of Change form for the individual case. If a list is used it shall be in accord with the attached form and the cases shall be listed in numerical order according to State number. Two copies thereof shall be submitted showing action of the Board of Supervisors. When lists are used proper notation must be made in the chronological record for the individual case showing the increase in amount of aid effective August 1, 1947. Use of a rubber stamp is suggested in order to record the following information:

"Aid increased effective August 1, 1947 to \$60 in accord with
Section 2020 of the Welfare and Institutions Code per action
of Board of Supervisors on _____."
Date

II. RECIPIENTS CURRENTLY RECEIVING A GRANT OF LESS THAN \$55 DUE TO DEDUCTION OF INCOME FROM \$55

There will be a \$5 increase in the grant of each such recipient so that the amount of the grant plus income will equal \$60. Reports of increases of \$5 to recipients falling in this group may be submitted to the State Department of Social Welfare in list form or by submission of the usual Notice of Change for the individual case. If a list is used, it shall be prepared in accord with instructions appearing under Item I, above. When lists are used proper notation must be made in the chronological record for the individual case showing the increase in the amount of aid effective August 1, 1947, and the date of the Board of Supervisors' action increasing the aid.

The usual Notice of Change showing the source and amount of income, etc., must be submitted for every case in which a change in income is reported.

III. BUDGET CASES (MANUAL SECTION 155-25)

Some counties may be putting the revised budget schedule announced in Bulletin 302 into effect at the same time changes are made to adjust to the \$60 statutory maximum. Other counties may be making only the necessary changes to conform to the \$60 provision effective August 1, the further adjustments to bring grants into line with the revised budget schedule to be made effective on September 1. Under either plan the August 1, increase for those receiving grants on a budget basis may be in an amount less than \$5. Therefore all budget cases must be reviewed to determine the amount of increase due in the individual case.

A notice of Change reporting total need, the source and amount of income, the amount of grant etc., and the Board of Supervisors' action shall be submitted for each budget case.

IV. EXCESS NEED CASES (MANUAL SECTION 155-30)

Those recipients whose need is determined by adding the cost of some special item of need to \$55 will be entitled to a \$5 increase provided the special need exists in August. A Notice of Change reporting total

need, the source and amount of income, the amount of grant etc., and the Board of Supervisors' action shall be submitted for each such case.

In those few cases in which total need is in excess of the statutory maximum and consists entirely of the cost of nursing home or rest home care which is being met by the current grant plus continuing income, no increase is in order if there is no increase in the cost of such care or decrease in the amount of continuing income.

V. RECIPIENTS RECEIVING INCOME FROM AGRICULTURAL EMPLOYMENT OR NURSING SERVICE

Those recipients who received Old Age Security in 1943 and who are now receiving income from agricultural employment or nursing service may or may not be entitled to an increase in grant effective August 1, 1947. Determination shall be made on the basis of the circumstances in the individual cases, and grant adjustments for such cases must be presented on a Notice of Change. That amount of the income from agricultural employment (or nursing service) which is necessary to bring the grant to the 1943 amount represents deductible income.

Example 1: In July, 1943, the grant was \$50. Present need is not in excess of \$60 and the recipient has agricultural income of \$18 a month. The son's \$6 contribution plus \$4 of the agricultural income is necessary to bring the grant to the July, 1943, amount (\$50). Therefore, the first \$4 of the agricultural income is deductible and the balance is exempt.

Example 2: In July, 1943, the grant was \$30. Present need is not in excess of \$60 and the recipient receives \$10 OASI and agricultural income of \$25 a month. The \$10 OASI plus \$20 of the agricultural income is necessary to bring the grant to the July, 1943, figure. Therefore, the first \$20 of the agricultural income is deductible and the balance is exempt.

Example 3: In July, 1943, the grant was \$45. Present need is \$70 per month. There is no income other than agricultural income of \$40. Since \$25 income is necessary to bring the grant to the 1943 figure it follows that the first \$25 of the agricultural income is deductible and the balance is exempt.

Example 4: Circumstances are the same as in Example 3, except that the recipient received a \$10 contribution from the daughter in addition to \$40 agricultural income. The daughter's \$10 contribution plus \$15 of the agricultural income is necessary to bring the grant to the July, 1943, amount (\$45). Therefore, \$15 of the agricultural income is deductible and the balance is exempt.

* * * * *

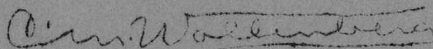
The difference between total need and the income represents the amount of aid to which the recipient is entitled except that in no case may the grant of aid exceed \$60, the maximum amount payable to an individual. In no case may the grant of aid, plus the income, be less than \$60.

Notification of Right of Appeal (Form Ag 239) need not be forwarded to Old Age Security recipients who are currently receiving a grant of \$55 because they have no income from any source, and whose grants will be increased to \$60

effective August 1, 1947. (Those whose increases may be reported by submission of a list - see Section I above.) Likewise, Form Ag 239 is not required to be sent to recipients whose grants are now determined by subtracting their income from \$55, and who will receive a \$5 increase effective August 1, 1947, on order that the grant plus the income will total \$60. (Those whose increases may be reported by submission of a list. See Section II.)

For all other cases in which adjustments are made effective August 1, 1947, the usual Notification on Form Ag 239 shall be submitted.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Forward two copies to
State Department of Social Welfare
Sacramento, California

Date _____

OLD AGE SECURITY AUTOMATIC INCREASE LIST
EFFECTIVE AUGUST 1, 1947

(Not to be used for Budget or Excess Need Cases)

FROM _____ COUNTY

The following recipients of Old Age Security, other than those whose grant is computed on the basis of need in excess of \$60, are entitled to an automatic increase in aid of Five Dollars (\$5.00) per month each, thus raising the grant from Fifty-five Dollars (\$55.00) to Sixty Dollars (\$60.00) per month, or adjusting the grant so that the income plus the Aid totals Sixty Dollars (\$60.00) per month. These increases are made to conform to the provisions of amended Section 2020 of the Welfare and Institutions Code, effective August 1, 1947.

This list includes cases in which the only adjustment is the automatic increase as required by law, and not those in which changes in income have occurred.

PAGES ____ TO ____ APPROVED BY THE BOARD OF SUPERVISORS

OF THE COUNTY OF _____ ON _____
Date

Signature of County Clerk or Deputy

NAME

STATE CASE NUMBER

NEW RATE

OLD RATE

(Note: List cases in numerical order according to State Case Number This form to be used for first page only. Blank sheets may be used for additional pages.)

Earl Warren
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
July 28, 1947

SOCIAL WELFARE BOARD

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SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

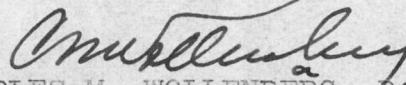
My dear Mr. Jordan:

Attached are three copies of the following regulations
made by the State Department of Social Welfare.

Department Bulletin No. 304 (OAS) (Emergency Regulation)
Department Bulletin No. 305 (WS) (Emergency Regulation)
Department Bulletin No. 307 (Fiscal) (Emergency Reg.)

These regulations are filed in accordance with Section
11381 of the Government Code, Chapter 1334, Statutes of
1945.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

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SACRAMENTO, CALIF.

1947 JUL 29 PM 1 36

206:b5
Attachments

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
July 3, 1947

*Public Law # 45 and
Amended 9 28 10 2020*

FILED

In the office of the Secretary of State
of the State of California

JUL 30 1947

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 304 (OAS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: OAS - Income from Agricultural
Labor and Nursing Service

Public Law 131, signed by the president on June 30, 1947, extends the previous exemption relating to income of OAS recipients from agricultural employment or nursing service until July 1, 1949 provided the recipient received an OAS grant in July 1943. Therefore the following regulations which were announced as becoming obsolete on June 30, 1947 continue in effect.

Manual Section 151-93, Definition of Agricultural Income
Manual Section 151-95, Income from Agricultural Labor
Bulletin 257, OAS - Nursing Service

Copies of the foregoing are attached and the material will be included in the Manual of Policies and Procedures as soon as administratively possible.

Persons who received Old Age Security in July 1943 and whose July 1947 grant was reduced on the basis that all income from agricultural employment or nursing service was deductible should be reviewed and appropriate grant adjustments made as soon as administratively possible. If aid for persons receiving a grant in July 1943 was discontinued because of such income, the discontinuance should be rescinded and aid restored effective July 1, 1947.

Each county is asked to forward a statement of the total number of OAS recipients having any exempt income from agricultural employment in July 1947, and the total number of recipients having any exempt income from nursing service in that month, to the Bureau of Research and Statistics, 616 K Street, Sacramento, by August 15, 1947.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Attachments

For purpose of Old Age Security, "agricultural labor" is defined in accord with definitions set forth in the Internal Revenue Code and the U. S. Fair Labor Standard Act as follows:

Section 1607 Internal Revenue Code:

"Agricultural labor includes all services performed:

"(1) On a farm, in the employ of any person, in connection with cultivating the soil, or in connection with raising or harvesting any agricultural or horticultural commodity including the raising, shearing, feeding, caring for, training, and management of livestock, bees, poultry, and fur-bearing animals and wildlife.

"(2) In the employ of the owner or tenant or other operator of a farm, in connection with the operation, management, conservation, improvement, or maintenance of such farm and its tools and equipment, or in salvaging timber or clearing land of brush and other debris left by a hurricane, if the major part of such service is performed on a farm.

"(3) In connection with the production or harvesting of maple syrup or maple sugar or any commodity defined as an agricultural commodity in Section 15 (G) of the Agricultural Marketing Act, as amended, or in connection with the raising or harvesting of mushrooms, or in connection with the hatching of poultry, or in connection with the ginning of cotton, or in connection with the operation or maintenance of ditches, canals, reservoirs, or waterways used exclusively for supplying and storing water for farming purposes.

"(4) In handling, planting, drying, packing, packaging, processing, freezing, grading, storing, or delivering to storage or to market or to a carrier for transportation to market, any agricultural or horticultural commodity; but only if such service is performed as an incident to ordinary farming operations or, in the case of fruits and vegetables, as an incident to the preparation of such fruits or vegetables for market. The provisions of this paragraph shall not be deemed to be applicable with respect to service performed in connection with commercial canning or commercial freezing or in connection with any agricultural or horticultural commodity after its delivery to a terminal market for distribution for consumption.

"As used in this subsection, the term 'farm' includes stock, dairy, poultry, fruit, fur-bearing animal, and truck farms, plantations, ranches, nurseries, ranges, greenhouses or other similar structures used primarily for the raising of agricultural or horticultural commodities, and orchards."

U. S. Code--Title 29--Labor--Fair Labor Standards Act reads:

"Section 203(F) 'Agriculture' includes farming in all its branches and among other things includes the cultivation and tillage of the soil, dairying, the production, cultivation, growing, and harvesting of any agricultural or horticultural commodities (including commodities defined as agricultural commodities in Section 1114J(G) of Title 12 as amended). The raising of livestock, bees, fur-bearing animals, or poultry, and any practices (including any forestry or lumbering operations) performed by a farmer or on a farm as an incident to or in conjunction with such farming operations, including preparation for market, delivery to storage or to market or to carriers for transportation to market."

These definitions include:

"1. Agricultural labor includes: (A) Persons working on a farm; (B) Persons working in conjunction with the farm and incidental to the farming operation, including trucking, packing, and drying as done by the farmer himself or by his employee or by the employee of a contractor who has contracted to do the work on a farm or in conjunction therewith or incidental thereto.

"2. Agricultural labor does not include: (A) Work performed in canneries, packing houses, drying sheds, box-making, etc., unless performed on the farm by the owner or tenant thereof or his employees."

When question arises as to whether the employment is agricultural labor, as defined in Sec. 1607 of the Internal Revenue Code, Item 4, determination shall be made upon the basis of the employee's status as an "insured" worker in the OASI program. When no payroll deduction for OASI is made the worker shall be considered as employed in agricultural labor.

When the employment is not specifically covered by the definition of agricultural labor, but in the county's judgment it should be so considered, the person may be deemed to be so employed while the specific situation is referred to the SDSW and until the county is advised of a decision to the contrary.

The case record shall show all of the facts which led to the conclusion that the employment is agricultural labor. Ordinarily the facts reported by the recipient provide sufficient basis for determining that the employment is agricultural labor. When doubt arises as to the nature of the employment, and an investigation is therefore required, the case record shall contain the information given by the recipient as to the date employment began, date of termination and earnings. (W&IC 2020.05, 2140; US 78th Congress Pub L45; FSSB)

151-95 INCOME FROM AGRICULTURAL LABOR
OAS

151-95

In OAS, income from work which falls within the definition of agricultural labor as set forth in Sec. 151-93, Definition of Agricultural Labor, may or may not affect the amount of the current grant of those recipients who received an aid payment in July, 1943. (See Sec. 233-25, Verification of Income). The following conditions shall govern the determination of the grant for such recipients.

Income from agricultural labor irrespective of the amount shall not affect the amount of the grant when the recipient received an OAS grant in July, 1943, and his monthly grant since July, 1943, is not in an amount greater than that paid to him in July, 1943.

When aid is increased above the amount received in July, 1943, and when, for reason other than agricultural income, the grant is subsequently reduced to an amount which is equal to or less than the July, 1943, grant, all income from agricultural labor received while the reduced grant is in effect shall be exempt from consideration in determining the amount of aid.

Example A: In July, 1943, a recipient received \$37 OAS, this being the difference between total need of \$52 and Income of \$15 from OASI. Subsequently his need was found to have increased to \$58, and since

his income remained unchanged the grant was increased effective November 1, to \$43. On May 1, either because of a change in need or additional income the grant has decreased to \$37 or less. All income from agricultural labor received while the grant is \$37 (or less) is exempt.

When aid of a recipient who received a grant in July, 1943, is discontinued and subsequently restored in an amount which is equal to or less than the July 1943 grant all income from agricultural labor is exempt from consideration until such time as the grant may be increased above the July, 1943, amount.

A recipient who received aid in July, 1943, and whose current grant is larger than that received in July, 1943, may benefit under Public Law No. 45, but only a portion of his agricultural income will be exempt from consideration in determining his grant. That portion of his agricultural income which represents the difference between his July, 1943, grant and his current grant shall represent deductible income as long as the agricultural income continues, and decrease in that amount only shall be made in his grant. The remainder of the agricultural income, if any, shall not be considered in determining the grant of aid. (See Example B) Exception: Should the recipient receive income, other than agricultural income, which in itself is sufficient to reduce the grant to or below the amount paid in July, 1943, decrease on the basis of that income shall be made and thereafter all income from agricultural income is exempt from consideration. (See Example C)

Example B: In July, 1943, the OAS grant was \$40 due to a \$10 contribution from a son. In August the grant was increased to \$50 as the son's contribution ceased. In May, 1944, the recipient secured work in agriculture earning \$85. Effective June 1, the grant is reduced to \$40 as the first \$10 of the agricultural earnings is deductible income. In the absence of other income the grant continues in this amount until such time as the agricultural earnings cease, or the income from agricultural labor falls below \$10, at which time aid is increased accordingly.

Example C: In July, 1943, the OAS grant was \$35 due to \$15 net income from rental property. This income ceased, and the aid was increased in January 1944 to \$50. In May the recipient secured agricultural labor earning \$42 a month on a continuing basis. Aid is reduced on June 1, to \$35, as the first \$15 of the agricultural income is deductible income. In July the recipient's property is again rented and this \$15 net income from the property is resumed. Irrespective of the agricultural income, the recipient would be eligible to \$35. Since this amount does not exceed the July, 1943, grant the full amount of agricultural income becomes exempt.

If reduction in the grant in the amount of the difference between the July, 1943, grant and the current grant is effected not later than the second month following the receipt of agricultural income, no adjustment for such income is required other than the deduction of an amount equal to the differential between the July, 1943, grant and the amount of aid paid during each of the two months prior to the month in which the adjustment is effective. The remainder of the agricultural income, if any, shall not be considered in determining the grant.

Example D: In July, 1943, the OAS grant was \$40 due to a \$10 contribution from a son. In August, 1943, the grant was increased to \$50

as the son's contribution ceased. In April, 1944, and again in May, and thereafter, the recipient received \$30 agricultural income. The county learned of its receipt in May. Adjustment within the current income period is made on 6-1-44 deducting a total of \$20 (the first \$10 of April agricultural income plus the first \$10 of May agricultural income), leaving a grant of \$30 for June, and the remainder of the agricultural income is exempt from consideration. On 7-1-44 the grant is increased to \$40. In the absence of other income the grant continues in this amount until such time as the agricultural income ceases, or falls below \$10, at which time the grant is increased accordingly.

When need in excess of \$50 has been established and the recipient has income from agricultural labor, so much thereof as is necessary to reduce the grant to the July, 1943, amount represents deductible income. The remaining income, if any, from agricultural labor is exempt. (W&IC 2020.25, 2140; US 78th CONGRESS PUB L 45; FSSB)

Example E: In July, 1943, the OAS grant was \$45 due to occupancy value. In September, 1943, total need was determined to be \$60 and the grant was increased to \$50 effective September 1, 1943. In May, 1944, the recipient begins to receive agricultural income of \$30 a month. The first \$10 of this amount plus the occupancy value represents income to be considered in determining the grant. The grant is reduced to \$45 (\$60 - \$15) and the balance of the agricultural income is exempt.

The net income from crops or other farm products produced on property owned or on property rented or leased to a recipient constitutes income from agricultural labor. When the land is the community property of a couple or the rented or leased property is operated by a couple as a joint enterprise each shall be considered to have a one-half share in the net income.

If all or any part of the agricultural income of a recipient who is employed by a third party is exempt so far as the earner is concerned it shall not affect the grant of the other spouse. If the recipient who is the earner is not entitled to exempt agricultural income the degree to which the spouse benefits from such income shall be determined as provided in Sec. 153-80, Allocation of Income to Spouse.

The degree to which a recipient benefits from income of an ineligible spouse who is employed in agricultural labor by a third party shall be determined in exactly the same manner as when an ineligible spouse has earnings from any other type of employment. (See Sec. 172-00, Investigation of Responsible Relative Within State) (W&IC 2140)

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CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
June 26, 1945

DEPARTMENT BULLETIN NO. 257 (OAS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Old Age Security
Nursing Service

FEDERAL LEGISLATION

An amendment to U. S. Public Law 45 was approved on April 25, 1945. It results in the present income of an Old Age Security recipient from nursing service being exempt from consideration in determining the grant, provided (1) the income resulted from the recipient's service as an employee, and the recipient received Old Age Security in or for the month of July 1943. Thus the exemption which has heretofor applied to agricultural income is extended to apply to income from nursing service.

The amendment provides as follows:

"Provided, that section 5 (f) of Public Law 45, Seventy-eighth Congress, approved April 29, 1943, is hereby amended so as to include income and resources from performance of service as a nurse as an employee, or in connection with the care of sick or confined persons as an employee, in addition to income and resources from agricultural labor or labor performed in connection with the raising or harvesting of agricultural commodities as an employee, as income which shall not be a basis of excluding payments made to such an individual in computing payments as in such section provided."

Persons who did not receive Old Age Security in July 1943 (in or for that month) are not eligible to the above exemption, even though they have been employed to render nursing service since April 25, 1945.

DEFINITION OF "NURSING SERVICE"

"Nursing Service" as herein defined is performance as an employee of service as a nurse, or of service in connection with the care of sick or confined persons. Such service includes the following:

1. Service by a registered or practical nurse, nurse's aide, orderly, etc., for adults or children, suffering from acute or chronic illness, or infirmity or disability, either physical or mental.

2. Service directly related to the care of sick or confined persons by reason of their sickness or confinement, in the patient's home or elsewhere, for remuneration in cash or in kind.

Example 1: A recipient is employed to push the wheel chair of a paralytic during his daily outing, and his earnings are exempt.

"EMPLOYEE" DEFINED

An "employee" is one whose paid services are engaged by an employer, and who is subject to control by the employer. When there is any question as to whether the worker is an employee or an independent contractor, the facts in the case should be reviewed to determine whether the worker is subject to control by the employer, or whether such worker is engaged in an independent trade, business, or profession.

Example 2: A recipient takes into his home a niece who is recovering from a broken hip. Since the recipient is an independent contractor and not an employee of the patient, the payment for care is not exempt.

* * * * *

Income from "nursing service" rendered to relatives when an employer-employee relationship exists is subject to the exemption provided in Public Law 45, as amended.

Example 3: A recipient lives elsewhere than in the daughter's home. The son-in-law becomes ill, but the daughter is unable to care for him as she is employed outside the home. The daughter employs the recipient to come into her home to care for her husband in return for free room and board and \$25 cash. The recipient's income in cash and in kind is exempt.

Example 4: If in example 1, the recipient has been and is a member of the daughter's household where she has received a contribution of free board and room, such contribution shall continue to represent deductible income as additional service rendered in caring for the recipient's son-in-law is not rendered by the recipient as an employee.

A recipient who renders service to a spouse during said spouse's illness is not considered an employee, and any payment made to the recipient for such service shall not be considered exempt.

Example 5: Each of a couple is receiving aid. The husband receives a \$60 pension and one-half of it has been allocated to the wife. The service rendered by the wife during such time as the husband is ill is not rendered as an employee but rather because of mutual responsibility of spouses to care for each other, and the portion of the husband's income allocated to the wife is not exempt.

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

M. J. Buckley
(Signature)

Director
(Title)

7/28/47
(Date)

CHARLES M. WOLLENBERG
Director

W41C 120.5
EARL WARREN
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14

July 10, 1947

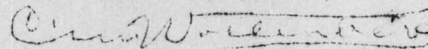
DEPARTMENT BULLETIN NO. 305 (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Continuation of Civilian
War Assistance Program

Notification has been received from the Social Security Administration that the appropriation for the continuation of the Civilian War Assistance program has been signed by the President. The present appropriation authorizes continuation of assistance, medical care, and return transportation to the Philippines to persons eligible under the program. The current eligibility policies will remain in effect under the new appropriation until further notice.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

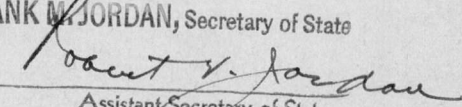
FILED

in the office of the Secretary of State
of the State of California

JUL 30 1947

FRANK M. JORDAN, Secretary of State

By



Assistant Secretary of State

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

July 16, 1947

WIC 2020, 2187

FILED

in the office of the Secretary of State
of the State of California

JUL 30 1947

FRANK M. JORDAN, Secretary of State

By *Robert V. Jordan*
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 307 (Fiscal)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Old Age Security Fiscal Changes
Effective August 1, 1947

Effective August 1, 1947, under Section 2020 of the Old Age Security Law, the maximum amount of aid to which any applicant shall be entitled will be increased to \$60 per month.

Effective August 1, 1947, under Section 2187 of the Old Age Security Law, the State will pay to the County 6/7 of the remainder of the sums expended as Aid to the Needy Aged under this chapter after deducting from the sums so expended the Federal share of such payments, except that the State shall pay the County the full amount of aid granted any person otherwise qualified who has no county residence after deducting the Federal share of such payment.

These changes in the amount of aid and in the ratio of State and County participation will make some changes necessary on the monthly aid claim forms and in the method of reporting the aid. These changes are as follows:

A. Aid Affidavit - Form 800 - No change necessary

B. Payroll - Form 801

1. The heading on Column 3 will be changed to read "Total Aid Paid Under Old Age Security Law (not to exceed \$60 per month)."
2. Payments for months prior to August, 1947, which are included on the assistance claim for August, 1947, or subsequent months will be reported under the rules and regulations applicable prior to August, 1947; i.e., will be subject to the \$55 State maximum and to the State and County ratio of participation of 5/6 and 1/6.
3. Payments for months prior to October, 1946, which are included on the assistance claim for August, 1947, or subsequent months will be reported under the rules and regulations applicable prior to October, 1946; i.e., will be subject to the \$50 State maximum, and the Federal excess will be computed on the basis of a \$40 Federal maximum.

C. Recapitulation Sheet - Form Ag 802

1. For current monthly payments covering aid for August, 1947, and subsequent months, "Recapitulation Sheet, Form Ag 802, Revised October 1, 1946," can be used temporarily by changing Part II of the Worksheet to show the new State and County basis of 6/7 and 1/7 respectively.
2. For supplemental payments applicable to August, 1947, and subsequent months a separate "Form Ag 802, Revised October 1, 1946," will be used temporarily with the same changes as noted above.
3. For supplemental payments applicable to months prior to August 1, 1947, and subsequent to September 30, 1946, a separate "Form Ag 802, Revised October 1, 1946," will be used.
4. For supplementary payments applicable to months prior to October, 1946, the unrevised Form Ag 802, effective January 1, 1944, will be used.

D. Report of Adjustments or Collections - Form Ag 803 - No change

E. Report of Canceled Warrants - Form Ag 804

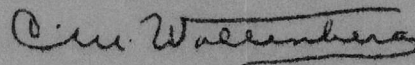
1. A "Form Ag 804" will be prepared for canceled warrants applicable to August, 1947, and subsequent months.
2. Another "Form Ag 804" will be prepared for canceled warrants applicable to months prior to August, 1947.
3. The totals of the two Forms Ag 804 will be combined and carried forward to the Affidavit, Form Ag 800.

Revised Forms Ag 801, Payroll, and Ag 802, Recapitulation Sheet will be prepared in the near future. In the meantime Counties may continue to use the forms currently in use by making the changes listed above.

NOTE: The change in the ratio of State and County participation effective August 1, 1947, does not affect the amount of institutional subvention to be claimed for August, 1947, and subsequent months on cases which entered the hospital prior to August 1, 1947.

Revised affidavit Forms (Ag 800-H) are being prepared to permit the reporting of cases subject to either the 5/6 or 6/7 ratio. These forms will be available by October, 1947, the earliest month cases subject to the 6/7 ratio can be claimed.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

M. J. Kelly
(Signature)

Director
(Title)

8/1/47
(Date)

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
August 1, 1947

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

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IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

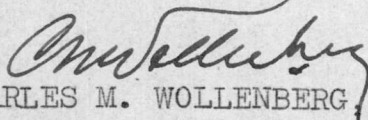
Attached are three copies of the following regulations made
by the State Department of Social Welfare.

MANUAL LETTER NO. 107

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section
11381 of the Government Code, Chapter 1334, Statutes of
1945.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

206:b5
Attachments

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

1947 AUG 4 PM 1 31

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
August 1, 1947

1297

MANUAL LETTER NO. 107

The attached revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers canceled on the separators of the revised chapters. Revision numbers are as follows:

Welfare Personnel Standards
Financial Procedures

Revision 69
Revision 240

The revisions were approved by the State Social Welfare Board on July 25, 1947.

Sec. 074-30 has been revised to require State Department of Social Welfare approval for extension of emergency appointments.

Sec. 611-00 has been revised for clarification and is now more specific as to whom a warrant may be made payable when the grantee dies.

FILED

In the office of the Secretary of State
of the State of California

AUG 4 - 1947

FRANK M. JORDAN, Secretary of State

By

Robert V. Jordan
Assistant Secretary of State

074-35 LIMITED TERM APPOINTMENTS
WPS

074-35

If an employee is needed for a temporary period, a certification shall be made by the examining agency of names of those eligibles, in the order of their places on an appropriate employment list, who have indicated willingness to accept limited term employment.

Certification shall be made in manner set forth in Sec. 073-60, Certification of Names. Appointments shall be made in same manner as prescribed in this rule for probationary appointments. Duration of a limited term appointment shall be limited to a period not to exceed one day less than probationary period. Acceptance or refusal of an appointment shall not affect an eligible's standing on an eligible list or his eligibility for a probationary appointment, and the period of temporary service shall not constitute a part of a probationary period. Successive limited term appointments to same position shall not be made nor shall an employee receive continued limited term appointments. Expiration of a limited term appointment shall be reported to SDSW by appointing authority on Form PS-21 (Report of Separation).

A permanent or probationary employee who has accepted a limited term appointment in a higher class shall, if he so desires, at the termination of the limited term appointment be reinstated in his former position, in accordance with Sec. 076-20, Reinstatement to Previous Class of Position. (W&IC 119.5, 119.6; FSS-ADMIN.)

074-15 (Continued)

074-15

3. That, where there is an established eligible list for a given classification but there are no immediately available eligibles for appointment, the SDSW may approve the extension of a provisional appointment in accordance with the provisions outlined under (1) and (2).

A permanent or probationary employee who has accepted a provisional appointment in a higher class shall, if he so desires, at the termination of the provisional appointment be reinstated to his former position, in accordance with Sec. 076-20, Reinstatement to Previous Class of Position. (W&IC 119.5, 119.6; FSS-ADMIN)

074-30 EMERGENCY APPOINTMENTS
WPS

074-30

Whenever an emergency exists which requires the immediate services of one or more persons and it is not possible to secure such persons from appropriate eligible lists, appointing authority may appoint a person or persons without regard to other provisions of these rules governing appointments. In no case, however, shall an emergency appointment continue for a longer period than ninety (90) days in any twelve-month period unless approved by SDSW. Each emergency appointment shall, when appointment is made, be reported to SDSW by appointing authority on Form PS-20 (Notice of Appointment). When emergency appointment terminates the SDSW shall be notified by appointing authority on Form PS-21 (Report of Separation).

A permanent or probationary employee who has accepted an emergency appointment in a higher class shall, if he so desires, at the termination of the emergency appointment be reinstated to his former position, in accordance with Sec. 076-20, Reinstatement to Previous Class of Position. (W&IC 119.5, 119.6; FSS-ADMIN)

611-00 PAYMENT WHEN GRANTEE DIES
OAS, ANB, APSB

611-00

When an eligible grantee dies on or after the first day of the month, aid shall be paid for the full month even though the warrant had not been delivered before death occurred.

In the event that a county has knowledge of the recipient's death prior to the preparation of the warrant the warrant shall be made payable to one of the following:

1. The grantee.
2. The duly appointed and qualified executor or administrator of the recipient's estate.
3. Whomever the California Probate Code designates as the proper party to receive monies belonging to the decedent's estate.
 - a. When the decedent's estate falls within the categories outlined in Sec. 630 of the Probate Code, Summary Probate Proceedings, the warrant may be made payable to such successor when he furnished the County Auditor with an affidavit showing his right under Sec. 630 of the Probate Code to receive the money.

A warrant made payable to the grantee but not endorsed by him may be endorsed only by one of the following:

1. The duly appointed and qualified executor or administrator of the recipient's estate.
2. Whomever the California Probate Code designates as the proper party to receive monies belonging to the decedent's estate.
 - a. When the decedent's estate falls within the categories outlined in Sec. 630 of the Probate Code, Summary Probate Proceedings, the warrant may be endorsed by such successor when he furnishes the County Treasurer with an affidavit showing his right under Sec. 630 of the Probate Code to receive the money.
 - b. Endorsements on warrants made under Summary Probate Proceedings should refer to the supporting affidavit required of persons claiming estates under Sec. 630 of the Probate Code, Summary Probate Proceedings.

Warrants shall be delivered on or as near to the first day of the month as possible. (See Sec. 610-20, Time of Payment) (W&IC 2140, 3075, 3460)

610-80 (Continued)

610-80

Agencies should be prepared to render services of this kind when an emergency arises in which the recipient requests it, or when the recipient is so handicapped that he is incapable of exercising the rights and responsibilities of well persons. Care should be taken, however, to assure that the worker who performs such services knows that in some instances the agency may not be able to provide the service (as, for instance, when the recipient's caprice results in requests which contravene agency policy) and also realizes that he is handling the recipient's money, not the agency's. Acting for the recipient at his request does not mean that the worker takes over the situation from the recipient.

The agency may have to make arrangements for domiciliary care, house-keeping services, hospital or other medical services, or the purchase of supplies until a permanent plan can be made, a relative can be found or a guardian can be appointed, or until the recipient's health becomes such that he can exercise choice for himself. The test of restriction in such cases is whether or not the agency, in acting for the recipient, has performed services in his behalf which his relatives or guardian would have performed had they been available, and that the agency has not denied the recipient any rights or choices which he was able to exercise himself. (W&IC 1505, 1506, 2006, 2140, 3003, 3008, 3075, 3402, 3407, 3460; AGO NS4382, NS2382, NS3667, FSS-ADMIN.)

610-90 DUPLICATION OF GR (also known as IN) AND
CATEGORICAL AID PAYMENTS
OAS, ANB, APSB, ANC

610-90

Counties may find it necessary in certain cases to give General Relief during a period when the applicant's or appellant's eligibility is being determined. If categorical aid is paid retroactively for any month(s), the GR paid in such months shall be taken into consideration in computing the retroactive grant. (SEE SECS. 152-30 AND 361-25.)

If the amount of income from GR can be determined only during or after the current month, appropriate adjustment shall be made within the current adjustment period for any overpayment of categorical aid. (SEE SECS. 361-10 AND 361-50.) (W&IC 1511, 1560, 2020, 2140, 3075, 3084, 3460, 3472)

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
August 6, 1947

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LOS ANGELES

MRS. RUBY BACIGALUPI
1870 JACKSON STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

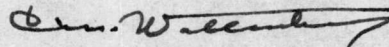
IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of the following
regulations made by the State Department of
Social Welfare.

MANUAL LETTER NO. 107A
(Dated August 4, 1947)

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

206:b5
Attachments

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Chas. W. Crampton
(Signature)

Director
(Title)

8/6/47
(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
August 4, 1947

MANUAL LETTER NO. 107A

With Manual Letter No. 107 you received Revision 240 for the Financial Procedures Chapter of the Manual of Policies and Procedures. Please check off Revision numbers 237, 238 and 239 for the Financial Procedures Chapter as they will not be used.